

Comstock Township Library
Library Board Meeting
July 10, 2017

APPROVED

BOARD MEMBERS PRESENT: Joe Calvaruso, Shari Donovan, Karen Jameson, Jill LeBeau, Sue Marietta, Mardell Terpstra

ABSENT: N/A

STAFF: Myla-Jean Stuart, Library Director

AUDIENCE: N/A

CALL TO ORDER : The meeting was called to order by Trustee Jameson at 7:03 pm.

PUBLIC COMMENT : N/A

APPROVAL/AMENDMENT OF THE AGENDA: Director Stuart added a request for budget adjustments and Wage and Salary Committee meeting dates to the agenda. Trustee Calvaruso moved to accept the agenda as amended; Trustee LeBeau seconded the motion, which passed.

MINUTES: There were no changes to the minutes of the May Library Board meeting. Trustee Terpstra moved approval of the May 8, 2017 minutes; Trustee Donovan seconded the motion, which passed. Director Stuart reported that local libraries have a time delay in posting on-line minutes.

TREASURER'S REPORT: There were no questions on the Treasurer's Reports.

BILLS.

1) There were no questions on bills. Trustee Calvaruso moved approval of the bills in the amount of \$65,462.18; Trustee Marietta seconded the motion, which passed.

2) Director Stuart requested monies from the Children's In Lieu of budget line be transferred to cover insurance for the new Youth Librarian, who is enrolled in the health insurance plan. Trustee Calvaruso moved approval of the following transfers, Trustee Donovan seconded the motion which passed.

a) \$5000.00 from 794-70310 (In Lieu of Health Insurance) be moved to 794-71610 (H.S.A.).

b) \$8000.00 from 794-70310 (In Lieu of Health Insurance) be moved to 794-71600 Hospitalization).

3) Trustee Jameson asked if we had received a bill from the township for Dick McCulloch's services yet. Director Stuart has asked the township for a 6 month bill, but has yet to receive it. She will check on it again.

UNFINISHED BUSINESS

1) The Director asked for bills to be turned in for ALA. She will send these on to the Township for reimbursement. Four Trustees and 3 staff members attended ALA.

2) Mulder's bill: Director Stuart explained that Mulder's bill for moving library furniture was \$2,820.00 higher than expected. She spoke with the representative, but does agree with him that the movers were busy the entire time they were here. She also stated that there were things the staff could not move that were either put on wheeled skids or moved by Mulders. Trustee Calvaruso moved approval of Mulder's bill in the amount of \$6040.00; Trustee LeBeau seconded the motion, which passed.

3) Director Stuart has enough taxing information now to schedule the Wage and Salary meeting. The meeting was scheduled for Thursday August 10th, 2017 at 2:30 pm. She should have a draft version of the budget for the August 14th Library Board Meeting.

COMMITTEE REPORTS N/A

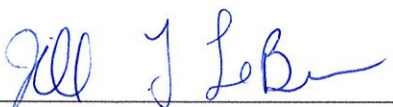
DIRECTOR'S REPORT: There were no questions on the Director's report. Trustee Marietta commented that there were several ideas for use of QR codes. The Director

NEW BUSINESS

1) ALA reports: Trustee Jameson had attended the Trustee path at the conference. Presenter Shirley Buursema had suggested that the board solicit Director performance reviews from the Department Heads for a different point a view. Trustee Calvaruso suggested that feedback be obtained as part of a 360 review or career planning session, not associated with the annual performance evaluation. Other ideas brought back from the conference were presented, including programs/services to help immigrants, maker space and STEM(STEAM) ideas, the rise of technology, author talks, the idea of getting a social media intern, and expanding our social media presence. Trustee Calvaruso asked if the library brought in authors. The Director said this had been done in the past, but attendance was poor and the speaker costs were quite high. ALA reports from the staff were included in the board packets. It was evident that the role of the library and services offered are evolving and we need to keep up. ALA will be in New Orleans in 2018.

OTHER BUSINESS

The meeting was adjourned at 7:32 pm.



Jill LeBeau, Library Board Secretary

8-14-17

Date