

Comstock Township Library
Library Board Meeting
June 12, 2017

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

ABSENT: Jill LeBeau

STAFF: Myla-Jean Stuart, Library Director

AUDIENCE: N/A

CALL TO ORDER : The meeting was called to order by Trustee Jameson at 7:00 pm.

PUBLIC COMMENT : N/A

APPROVAL/AMENDMENT OF THE AGENDA:

Director Stuart added discussion items on Internet providers and posting minutes on the website under New Business. Trustee Calvaruso moved approval of the agenda as amended, Trustee Marietta seconded. The amended agenda was approved.

MINUTES: Trustee Marietta moved approval of the minutes of the May 8, 2017 Library Board Meeting, Trustee Donovan seconded the motion, which passed.

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

BILLS. Trustee Marietta moved approval of the May bills in the amount of \$14,640.60. Trustee Donovan seconded the motion, which passed. Trustee Jameson asked the Director to have the Township submit quarterly bills for maintenance.

UNFINISHED BUSINESS

1) Director Stuart reported on the carpeting, which is finished except for a metal flange for the rolling shelves. The project went well. Trustee Jameson expressed the Board's appreciation of the hours the Director put into this project. The Director thanked the board. The bills for the project may come in a bit higher due to the floor prep needed in certain areas.

2) Director Stuart reminded those Trustees going to ALA to keep track of expenses to be turned in, and gave her cell phone number to be contacted while there.

COMMITTEE REPORTS N/A

DIRECTOR'S REPORT: There were no questions on the Director's Report. Trustee Jameson inquired if the Director had taken any time off for the extra hours worked. The Director stated she had kept track of her extra hours but hadn't taken time off. Approval was given for her to take time off for the extra hours worked.

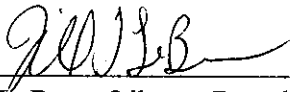
NEW BUSINESS

- 1) The Director will contact Trustee LeBeau and Trustee Jameson to set up a wage and salary meeting when she gets the tax revenue report.
- 2) Director Stuart informed the Board that the hiring process for the part-time reference position has been suspended and will be reopened again later in the summer.
- 3) Director Stuart asked whether the board minutes should be posted in draft status. They are available in the library in draft form. Trustee Calvaruso suggested seeing what other libraries are doing with draft minutes.
- 4) The Township is going to switch Internet service from Spectrum to CTS. The Director will look into this to see if there is any advantage for the library in switching.

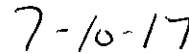
OTHER BUSINESS

- 1) The Director reported that Summer Reading Programs have begun and registration is going well.
- 2) Director Stuart reported that 4 Mobile Hotspots have circulated. Trustee Donovan reported that she had mentioned the program to the schools, and the Director said that when school resumes in the fall she will promote them as well.
- 3) Director Stuart reported that the Library was awarded a Fetzer Grant to help with the Math and Reading Clubs in the amount of \$3500.00. This money will be used to give gift certificates to those volunteers who help this summer.
- 4) Trustee Marietta asked if the Library was using QR codes. Discussion followed regarding what QR codes were. The Director will look into using QR codes.

The meeting was adjourned at 7:30 pm.



Jill LeBeau, Library Board Secretary



Date