

Comstock Township Library
Minutes of the June 13, 2019
Library Board Meeting

BOARD MEMBERS PRESENT: Joe Calvaruso, Dorothy Hatfield, Karen Jameson, Jill LeBeau, Mardell Terpstra

ABSENT: Shari Donovan

STAFF: Myla-Jean Stuart, Library Director

AUDIENCE: Liz Rasberry, Youth Librarian

CALL TO ORDER : The meeting was called to order by Trustee Jameson at 7:04 p.m.

PUBLIC COMMENT : NA

APPROVAL/AMENDMENT OF THE AGENDA: Director Stuart asked that the DDA discussion be postponed, moved closed session to whenever Steve is available, and add IT under new business. Trustee Calvaruso moved approval of the agenda as amended, Trustee LeBeau seconded the motion. Motion passed.

MINUTES: Trustee Calvaruso moved approval of the minutes of the May 13, 2019 Library Board Meeting. Trustee LeBeau seconded the motion and the motion passed.

TREASURER'S REPORT: Director Stuart noted that the Bank of America and Consumer's Energy Bills would now appear separately because they were being paid electronically.

BILLS: Trustee Terpstra moved approval of the bills in the amount of \$14,559.22. Trustee Hatfield seconded the motion, which passed.

UNFINISHED BUSINESS:

1) DDA –Postponed

2) Skylight: The director noted that the skylight has not yet been repaired. Contractor May said replacing the roofing would be very expensive and recommended replacing the skylight when necessary. She noted that Shannon Engineering had previously mentioned just capping the skylights.

3) Youth Department Remodel/Webster Electric: Trustee Jameson noted that the rollover from 2018 would be \$100,000 and recommended Webster and the Youth Department project could be covered by the rollover. Trustee Calvaruso suggested waiting on the lights and Heritage room until after the new director has started. The savings for not updating the Heritage room amounted to \$4020.00. Liz will submit a total for furniture at the July meeting. Trustee Jameson noted that when the uprights go out they blow fuses and smoke. Trustee Calvaruso moved to update just the uprights for now for \$7,859.99. Trustee Hatfield seconded the motion, the motion passed.

4) Search Committee: Trustee Jameson proposed the committee consist of Barb Patrick, Rachael Wiegmann, herself, and Trustee Hatfield. The advertisement will be posted. Director Stuart's last day will be August 30th.

5) Wage and Salary Committee: Trustee Donovan, Myla Stuart, Trustee Jameson and a staff member will serve on the committee. Director Stuart will call for the committee once she receives the tax information from Brett.

6) Employee Manual Update: Travel Reimbursement...It was clarified that airport parking would be allowable, and a checked bag would be allowable. Tips were approved up to 20% for great service. Trustee Calvaruso moved approval, seconded by Trustee LeBeau, motion passed. The second employee manual update on flex hours was discussed and referred to the wage and salary committee.

COMMITTEE REPORTS : N/A

DIRECTOR'S REPORT:

NEW BUSINESS:

1) Furnace: After discussion Trustee Calvaruso moved to accept the lowest bid by Bel-Aire in the amount of \$3,311.00. Trustee LeBeau seconded the motion, motion passed.

2) IT: Rostam Ahmad-Doud will be leaving and is recommending Jeff Young from Vertix services for \$80.00 an hour. Rostam would train him and be available to help him if needed. The other option would be to interview other companies. The board asked that Mr.Young come in for an interview.

OTHER BUSINESS:

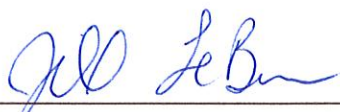
1) Liz reported on summer reading signup.

2) The yard sale went well, with approximately 175 people shopping.

CLOSED SESSION: Trustee Calvaruso moved to go into closed session at 7:52 to discuss personnel issues with Steve Muth. Trustee LeBeau seconded the motion, which passed.

At 8:54 Trustee Calvaruso moved to return to open session, Trustee LeBeau seconded the motion, which passed. Trustee Calvaruso moved to spend up to \$1000.00 to market the Director's position, Trustee LeBeau seconded the motion which passed. Trustee Calvaruso moved that Steve Muth submit a proposal to the Board members via email, and the Board will respond electronically. Trustee LeBeau seconded the motion, motion passed.

The meeting was adjourned at 9:05 *pm*.



Jill LeBeau, Library Board Secretary



Date