

Comstock Township Library
Library Board Meeting
March 13, 2017

BOARD MEMBERS PRESENT: Shari Donovan, Karen Jameson, Jill LeBeau, Sue Marietta

ABSENT: Joe Calvaruso, Mardell Terpstra

STAFF: Myla-Jean Stuart, Library Director

AUDIENCE: N/A

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

PUBLIC COMMENT : N/A

APPROVAL/AMENDMENT OF THE AGENDA: Trustee Marietta moved to accept the agenda, Trustee LeBeau seconded the motion. Motion passed.

MINUTES:

1) Trustee LeBeau moved to approve the revised minutes of the January 9, 2017 meeting, Trustee Donovan seconded. Motion passed.

2) Trustee Marietta noted that there was an error in the line item number for Grounds Maintenance in the February 13, 2017 minutes. The budget line should be 271-796-938. Trustee Marietta moved to accept the amended minutes of the February 13, 2017 Library Board meeting, Trustee Donovan seconded. The motion passed.

TREASURER'S REPORT: There were no questions on the Treasurer's Report. Director Stuart noted that Hospitalization for the Director has not been corrected, income for the month is not yet recorded by the Township Treasurer, and fund transfers have not been done by the Township Clerk. She also reported that interest from the reserve fund for the month was \$68.30. Trustee Marietta inquired about the books for sale, the Director explained the process of moving books from the book sale room to the free shelf.

BILLS: Trustee LeBeau moved to accept the bills in the amount of \$23, 807.69, Trustee Donovan seconded the motion. The motion passed.

UNFINISHED BUSINESS

1) Rostam is still working on the server bid. He is interested in pricing a server rack system.

2) ALA request for staff and library board members: Trustee LeBeau gave some tips on registering for the conference, and noted that the tax noted on the spreadsheet as \$17. 25 should have been 17.25%. Bills will come through higher than figured. The budget will be adjusted after the conference bills have been turned in. Trustee Marietta cannot attend ALA. Trustee LeBeau moved to

approve the request for 4 library staff members and Library Trustees to attend ALA. Trustee Donovan seconded the motion, which passed.

COMMITTEE REPORTS: Carpeting.

Director Stuart noted that the Thread installers can come in and lay the structure independent of carpet installers. She asked the Thread bid be approved for \$4000.00 as she would like to revise the floor plan a bit. Trustee Jameson walked through the bid spreadsheet and discussion followed regarding moving of furniture, carpet grades, installation costs and installation dates and times. The desired installation date would be over Memorial Day weekend, which would require us to close to the public only one additional day (Friday). After discussion the board felt that Sacketts was more flexible to work on installation, were local and could work with Thread. The board was interested in staying local if possible and going with a mid carpet grade. They felt the furniture moving cost from Century was quite high. Trustee LeBeau moved to accept the bid from Sacketts in the amount of \$37,950.00 and the bid from Thread was approved for a maximum of \$4000.00. Trustee Marietta seconded the motion which was approved. Director Stuart will begin coordinating installation, and carpet and vinyl selection.

DIRECTOR'S REPORT:

There were no questions on the Director's report.

NEW BUSINESS

1) The Director requested approval for 3 staff members to attend TLCU in the fall. After discussion Trustee LeBeau moved approval, second Trustee Donovan seconded and the motion passed.

2) Director Stuart will not be able to attend the December 11, 2017 Board meeting. After discussion the Board agreed to move the Library Board Meeting to Thursday, Dec. 21st, at 7:00 pm.

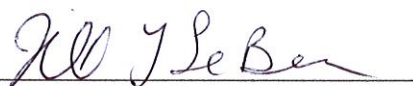
OTHER BUSINESS

1) Quiltfest begins this week. We will have over 30 quilts for display.

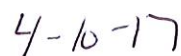
2) Trustee Donovan asked about the status of the Mobil Hotspot. The Director reported that Sprint never followed through with the project. She will continue working on the project.

3) Additional information on ALA was discussed, including speakers, reservations, and schedules. Meals are on your own, but are reimbursable.

The meeting was adjourned at 7:40 pm.



Jill LeBeau, Library Board Secretary



Date