

Comstock Township Library
Library Board Meeting
MAY 8, 2017

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: Thea McNeilage

Former Trustee Thea McNeilage announced that she was moving to Virginia. She said she loves and will miss this wonderful library, staff, and board. The board wished her well on her move.

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: Trustee Marietta moved approval of the agenda as submitted, Trustee Calvaruso seconded the motion. Motion passed.

MINUTES: Trustee Terpstra moved approval of the minutes of the April 10, 2017 meeting as submitted, Trustee Marietta seconded the motion. Minutes were approved.

TREASURER'S REPORT: Director Stuart noted the interest in the fund reserve for April was \$86.84. The 2016 audit is currently underway.

BILLS: There were no questions on bills. Trustee Marietta moved approval of the bills in the amount of \$22,763.24, Trustee Donovan seconded the motion. The motion passed.

UNFINISHED BUSINESS

- 1) Carpeting and Thread Installation: Director Stuart noted that the library will be closed Thursday, May 25th at 6:00 pm and Friday. We will be closed as usual over the Memorial Day weekend. Staff will begin moving items to the lower level to reduce the cost of Mulder's Moving. Sacketts will begin removing carpet Thursday evening and Thread will be installed on Friday. Carpeting will continue throughout the weekend. Staff has volunteered to come in for a few extra hours to help move furniture and reset the library.
- 2) Director Stuart noted that I.T. will have to remove (pull) the wiring from the back cubicles and then rewire them after set up so there will be additional expenses for this. We are hoping none of the wires get crimped.
- 3) The Director noted that the cost for Mulder's Moving would go up if staff did not assist in the move.

COMMITTEE REPORTS: N/A

DIRECTOR'S REPORT: There were no questions on the Director's report.

NEW BUSINESS

1) Fund Transfers: The Director asked the following transfers from fund reserve to 797-970.1 (Capital Outlay) be approved: \$6,485.00 for Thread installation, \$37,950.00 for carpet and vinyl installation and \$3220.00 for Mulder's Moving. The total request from the Fund Reserve to Capital Outlay is \$47,655.00. Trustee Calvaruso moved approval, Trustee Marietta seconded and the motion passed.

2) The township is proposing outsourcing payroll for continuity. Currently an elected official does payroll, and the position is up for election every four years. The Township Board is in favor. Trustee LeBeau and Trustee Calvaruso commented favorably. Trustee Calvaruso asked that the Director relay to the Township that Mercantile had lower rates than ADP, almost half the cost. The library will also be billed for Dick's services, which he is keeping track of. The township will submit an itemized bill for payment.

3) Trustee Jameson asked for volunteers for the 2018 Wage and Salary committee, usually made up of 2 Trustees, the Director and 1 staff supervisor. Trustee LeBeau and Trustee Jameson volunteered. The wage and salary meeting will be set at the June Library Board Meeting.


OTHER BUSINESS

Director Stuart reminded the Trustees of upcoming programs. Trustee Jameson noted that the Community Yard Sale was not listed on "craigslist" under "garage sales". The Director will check into this. She also stated that the mobile hotspots were ready to circulate in June, and had several at the meeting for them to look at. The hotspots will be advertised to the schools in September.

Trustee Donovan asked for more information regarding bussing in children for the Summer Reading Program. The Director explained that Mr. McMeekan, the curriculum teacher, has arranged for a school bus to drive through the Green Meadow and North School area to pick up children to come to the library once a week for a half hour story time and check out materials. A maximum of 80 children can be accommodated in the two sessions.

The board congratulated Trustee Marietta on her new grandson.

The meeting was adjourned at 7:18 pm.



Jill LeBeau, Library Board Secretary

7-10-17

Date