

Comstock Township Library
Minutes of the November 13, 2017
Library Board Meeting

APPROVED

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

ABSENT: Sue Marietta

STAFF: Myla-Jean Stuart, Library Director

AUDIENCE: N/A

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

PUBLIC COMMENT : Trustee Donovan relayed a comment she had from a resident regarding the lack of African American non-fiction. Director Stuart asked that the patron talk to reference so we could determine exactly what she was looking for and either add items to the collection or obtain them through Inter-Library Loan.

APPROVAL/AMENDMENT OF THE AGENDA: Director Stuart asked to add reconsidering Fiber Optics and Budget Adjustments under New Business. Trustee Calvaruso moved approval of the agenda as amended, Trustee LeBeau seconded the motion. Motion passed.

MINUTES: Trustee Terpstra moved approval of the minutes as written; Trustee Donovan seconded the motion, which passed.

TREASURER'S REPORT: There were no questions on the Treasurer's reports. The fund reserve interest for the month was \$82.72. Trustee Jameson noted that the budget lines were around 70%.

BILLS: There were no questions on the bills. The Director pointed out a miscoding (795-72600 should have been 793-737) that will be fixed. Trustee Calvaruso moved approval of the bills in the amount of \$19,124.13; Trustee LeBeau seconded the motion, which passed.

UNFINISHED BUSINESS

1) 2018 Calendar: The Director noted that the November meeting would have to be changes as the Library will be closed for Veteran's Day, and asked that the September meeting be changed to accommodate her vacation. The November Meeting will be held at 7:00pm on Tuesday November 12, 2018. The September meeting will be held at 7:00pm on Wednesday, September 5th, 2018.

2) The Director stated that the new server and hard drives have arrived and we are just waiting for the Techsoup license. Rostam hopes to get the server up by mid-December.

COMMITTEE REPORTS N/A

DIRECTOR'S REPORT:

NEW BUSINESS

1) Policy Changes: The Director suggested removing the obsolete Transfer Station section of the manual, and updating the Fines sections for the Launch Pads and Hotspots. Trustee Terpstra moved approval of the changes; Trustee Donovan seconded the motion which passed.

2) Administration charges: The Director explained the Township's request to charge the Library \$3900.00 for accounts receivable. She checked with 2 outside companies who said it would be more expensive. She has expressed to Mr. Hess that this had been discussed and rejected in 1984 because the board felt the township was charged with administering the funds. Trustee Calvaruso felt the library was going down a slippery slope of more charges for Township services. Last year we added snow removal, this year Dick's services, and for next year payroll outsourcing. The consensus of the board was that the library can do it's own accounts receivable with fewer errors and in a more timely manner. If we have to stay with the township legally, then they would like to see a contract for several years so the cost doesn't keep escalating. The Director will continue talks with Scott.

3) Social Media Policy: Discussion postponed

4) Insurance Update: There may be a slight increase adjustment needed in 2018 because the township switched from Lincoln Dental to Blue Cross Dental.

5) PLA request: The Director asked for approval for Rachael and Natalie to register for PLA 2018 and book airfare now to take advantage of discounts. Trustee Calvaruso moved approval, Trustee LeBeau seconded the motion, which passed.

6) Reconsideration of Fiber Optics: Director Stuart for board approval to switch internet service to Fiber Optic. The service would speed up downloads. Trustee Calvaruso moved approval the Director signing the contract, Trustee Donovan seconded the motion which passed.

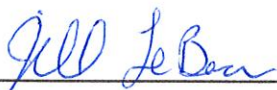
7) Adjustments to Budget: Director Stuart presented budget adjustments that will be needed to balance the 2017 budget. Trustee LeBeau moved approval; Trustee Terpstra seconded the motion, which passed.

OTHER BUSINESS: The Director mentioned the Holiday Open House, Staff Luncheon, and December Library Board meeting on December 21st.

Trustee Terpstra moved to go into closed session at the request of the Director for her evaluation, Trustee LeBeau seconded the motion, which passed.

Trustee LeBeau moved to return to open session, Trustee Donovan seconded the motion which passed.

The meeting was adjourned at 7:40pm.



Jill LeBeau, Library Board Secretary



Date