

Comstock Township Library  
Minutes of the June 11, 2018  
Library Board Meeting

**APPROVED**

**BOARD MEMBERS PRESENT:** Shari Donovan, Dorothy Hatfield, Karen Jameson, Jill LeBeau, Mardell Terpstra

**ABSENT:** Joe Calvaruso

**STAFF:** Myla-Jean Stuart, Library Director

**AUDIENCE:** Alice DePalma

**CALL TO ORDER :** The meeting was called to order by Trustee Jameson at 7:03 p.m.

**PUBLIC COMMENT : NA**

**APPROVAL/AMENDMENT OF THE AGENDA:** Trustee Padgett was rescheduled to visit the July Library Board Meeting. Trustee LeBeau moved approval of the agenda as amended, Trustee Donovan seconded the motion. Motion passed.

**MINUTES:** Trustee Donovan moved approval of the minutes of the May Library Board meeting as presented, Trustee Terpstra seconded the motion, which passed.

**TREASURER'S REPORT:** The Director noted that the transfer to new budget lines has not yet happened. She recommended transferring some of the reserve funds to a higher yielding account when the Township Treasurer presented it. There were no questions on the Treasurer's Report.

**BILLS:** Trustee Jameson noted that her reimbursement did not include airfare. The Director will amend this. There were no other questions on bills. Trustee LeBeau moved approval of the amended bills, Trustee Hatfield seconded the motion. Motion passed.

**UNFINISHED BUSINESS:**

1) Director Stuart informed the Board that the skylight leak was fixed by Lyster at no charge. She is waiting for Mulders, Dave's Glass and May Construction to find out the status of the skylight and replacement options. The skylight has not leaked since Lyster recaulked it.

2) There were no questions regarding ALA. The Director will send out a link for a guest pass to exhibits if she does get one.

**COMMITTEE REPORTS : N/A**

**DIRECTOR'S REPORT:** There were no questions on the Director's report. Director Stuart updated the Board on the Hotspot situation. 7 Hotspots have been pulled from use for liability issues due to a warning from Sprint. She is working on alternatives now.

**NEW BUSINESS:**

1) The Director requested funds from the Reserve fund be used as follows:

a) "Miss Elaine Day" will approximately cost \$600.00 for the bouncers, cupcakes, lemonade, and a memory book. (Move to 794-727 Children's programming)

b) Conrad Kaufman has been contacted to create and paint a commemorative mural in the story hour room. His estimate is \$800-\$1000.00. Memorial Donations to date are at \$526.00, I am requesting the balance of \$500.00 come from the reserve fund if needed. ( Move to Capital Outlay 797-970.1)

c) Our portion of the "Shred Day" event will cost approximately \$500.00 (including staff cost). I would like to request this program be funded from the reserve fund. Future events will be worked into next year's budget. (Move to 792-727 Adult programming)

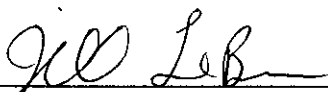
- Trustee LeBeau moved to transfer \$2100.00 from the reserve fund to the appropriate accounts listed above. Trustee Donovan seconded the motion, which passed.

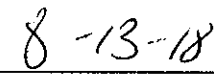
2) The Wage and Salary Committee was formed with Jill LeBeau and Karen Jameson serving from the Board, Myla Stuart as Director, and a staff member at large will be selected. The Director will schedule a meeting date as soon as she has the 2019 figures.

**OTHER BUSINESS:**

- The Director reported that 5 vendors showed up for the Yard Sale, which was promptly rained out at 10:00.
- Miss Elaine Day is scheduled for June 30<sup>th</sup>. The Director will present a certificate to the family, the story room will officially be named "Miss Elaine's Story Room", a stepping stone will be placed in the garden by the hydrangea plant donated by the Blodgets. Cupcakes and Lemonade, bouncers and a memory book will be available from 1-3pm. Elaine's family is planning to attend.

The meeting was adjourned at 7:40 pm.

  
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Jill LeBeau, Library Board Secretary

  
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Date