

Comstock Township Library
Minutes of the November 13, 2018
Library Board Meeting

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

ABSENT: Joe Calvaruso

STAFF: Myla-Jean Stuart, Library Director, Joanna Hinga, Elizabeth Rasberry

AUDIENCE: Township Clerk Michelle Mohney

CALL TO ORDER : The meeting was called to order by Trustee Jameson at 7:05 p.m.

PUBLIC COMMENT : NA

APPROVAL/AMENDMENT OF THE AGENDA: Director Stuart asked to have Clerk Mohney added to the agenda and be able to speak first, and under New Business added Electric and Elevator updates, and book disposal. Trustee LeBeau approved the agenda as amended, Trustee Donovan seconded the motion. Motion passed.

Clerk Mohney was invited to speak. She explained why the budget lines took so long to be changed, why payroll was slow in being input into the Revenue and Expenditure report and the various other payroll issues. Payroll still cannot be automatically entered into the software system, however ADP is now working on a report that will allow this to happen sometime in the future. The director will work with the Clerk to resolve any further issues.

MINUTES: Trustee Terpstra moved approval of the minutes as presented, Trustee LeBeau seconded the motion. Motion passed.

TREASURER'S REPORT: Director Stuart explained the consolidations in the new budget lines, and that some adjustments will need to be done. She explained that the Tax Income lines do not include taxes paid in December 2017 for 2018. The director will have to reappropriate balances for the new budget lines.

BILLS: Trustee Jameson thanked Jo Hinga for the breakdowns she does on bills. Trustee Terpstra asked where the electric & gas bills were, noting that she had not seen totals for the past 2 months. These are automatically getting paid by the Township now and she will have to remind them to send down a copy. Trustee LeBeau moved approval of the bills in the amount of \$32,123.95. Trustee Hatfield seconded the motion. Motion passed.

UNFINISHED BUSINESS:

1. The skylight is still leaking but we will have to wait for warmer weather.

COMMITTEE REPORTS : N/A

DIRECTOR'S REPORT:

NEW BUSINESS:

- 1) New hires: Elizabeth Rasberry, Youth Librarian, and Lauren Arnsmen will be starting. Elizabeth was welcomed.
- 2) Menard's tax rebate was explained.
- 3) Elevator updates: elevator eye for opening the doors is malfunctioning so a digital eye will need to be installed.
- 4) Trustee Jameson congratulated Trustee Dorothy Hatfield on her election to the board.
- 5) Energy audit: Consumer's Energy submitted an energy audit. The Director contacted Webster Electric to see what would be involved in the recommended changes to the lighting. Webster is an approved CE provider.

OTHER BUSINESS:

- 1)Holiday Open House: December 8th from 1-3.
- 2) Staff party to be arranged.
- 3) Barb Patrick's father passed away
- 4) Trustee Terpstra suggested a place to donate withdrawn books and magazines. Jo Hinga will coordinate with her.
- 5) Planning Commission would like to speak to the Board regarding the formation of a Downtown Development Association, and approve a tax capture from our millage.

The meeting was adjourned at 8:00 *pm*.

Jill LeBeau, Library Board Secretary

Date