

**Comstock Township Library  
Board of Trustees Meeting Minutes**

**November 12, 2019**

**Board Members Present:** Joe Calvaruso, Shari Donovan, Dorothy Hatfield, Karen Jameson, Jill LeBeau, Mardell Terpstra

**Absent:** none

**Staff:** Director Emily Kubash

**Audience:** Tony Clark, Clark Technical Services

**Call to Order :** Trustee Jameson called the meeting to order at 7:01 p.m., November 12, 2019 in the Heritage Room, 6130 King Highway, Comstock Township, Michigan.

**Public Comment:** there were no public comments.

**Approval/Amendment of the Agenda:** Director made the following amendment to the agenda: add Roofing Repair Update to Unfinished Business. On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the agenda was adopted as amended.

**Minutes:** On a motion from Trustee Calvaruso and seconded by Trustee Hatfield, the board approved the minutes of the October 14, 2019 regular meeting.

**Treasurer's Report:** Trustee Jameson noted that income was the same as last month at 94%. Director will inquire to Township as to when the remaining amount can be expected.

**Bills:** On a motion from Trustee Terpstra and seconded by Trustee Donovan, the board approved the October checks and payments totaling \$37,298.58. Director confirmed that the Michigan Library Association charge noted as MLA Membership included the Leadership Academy tuition. Director confirmed that the Cornerstone Technologies charge noted was the contract for the photocopier.

**Unfinished Business:**

*Tony Clark from Clark Technical Services* – Tony Clark addressed the board regarding needed infrastructure work for the library's network and computer systems. Director will work with Mr. Clark to move the project forward.

*Youth Services Renovation Update* – Director noted that all work has been completed except for some carpet repairs, floor molding in the hallway, paint touch-ups, and reinstalling the bar-style worktop in the YA area.

*Roofing Repair Update* – Director contacted a roofing company that was able to make a repair in the leaky area near the skylight.

**Committee Reports :** There were no committee reports.

**Director's Report:** The director's report was reviewed, discussed, and filed.

**New Business:**

*Furnace Replacement* – On a motion from Trustee Calvaruso and seconded by Trustee Hatfield, the board approved the replacement of three furnaces by BelAire.

*One Call Now Service Contract* – On a motion from Trustee Donovan and seconded by Trustee LeBeau, the board approved signing up for this service. Director will investigate possible free options for use in the future.

*Bed Bug & Pest Control Policy 8.1 Addition* – On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the proposed policy addition.

**Other Business:** There was no other business.

The meeting was adjourned at 7:41 p.m.

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Jill LeBeau, Library Board Secretary

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Date