

Comstock Township Library
Board of Trustees Meeting Minutes
October 12, 2020

Board Members Present: Joe Calvaruso, Shari Donovan, Karen Jameson, Mardell Terpstra

Absent: Dorothy Hatfield, Jill LeBeau

Staff: Library Director Emily Kubash

Audience: There were two members of the public present.

Call to Order: The meeting was called to order by Trustee Jameson at 7:00 p.m.

Public Comment: There was no public comment.

Approval/Amendment of the Agenda: On a motion from Trustee Calvaruso and seconded by Trustee Terpstra, the agenda was adopted as presented.

Minutes: On a motion from Trustee Donovan and seconded by Trustee Terpstra, the board approved the minutes of the September 14, 2020 regular meeting.

Treasurer's Report: Trustee Jameson inquired as to the Contracted Services budget line being overspent. Director Kubash explained that this was due to the Township Administrative Fund Fee having been assessed earlier in the year. Director Kubash also mentioned that there were funds available in the Contingency budget line that would balance this over-expenditure

Bills: On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the September checks and payments totaling \$29,660.31.

Unfinished Business:

Fund Administrative Fee agreement – The board discussed the first draft of the Fiscal Agency Agreement from Attorney Seuryneck. Since there is already an existing 1999 Agreement between the Township and the Library, the board would like to explore the possibility of combining that Agreement and the proposed new Fiscal Agreement into one. Director Kubash will follow up with the attorney as to the feasibility of doing this.

Computer software updates & cord management – On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved using the remaining \$3730 in the Capital Outlay budget line for the proposed projects.

Committee Reports: There were no committee reports.

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

New Business:

2021 Budget – On a motion by Trustee Donovan and seconded by Trustee Terpstra, the board approved the 2021 budget as presented.

2020 Library Calendar revision /2021 Library Calendar – On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the board approved closing the library on December 26, 2020 and approved the 2021 Library Calendar as presented.

Revision for Hours of Service Policy – On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the policy revision.

Revision for Financial Policy – On a motion from Trustee Donovan and seconded by Trustee Terpstra, the board approved the policy revision.

Addition of Credit Card Policy – On a motion from Trustee Terpstra and seconded by Trustee Donovan, the board approved the policy addition.

Revision for Gifts & Donations Policy – On a motion from Trustee Donovan and seconded by Trustee Terpstra, the board approved the policy revision.

Revision for Disposition of Materials, Furniture, & Equipment Policy – On a motion by Trustee Terpstra and seconded by Trustee Donovan, the board approved the policy revision.

Other Business: There was no other business.

The meeting was adjourned at 7:30 p.m.

Jill LeBeau, Library Board Secretary

Date