

Comstock Township Library  
Board of Trustees Meeting Minutes  
November 9, 2020

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

**Absent:** none

**Staff:** Library Director Emily Kubash

**Audience:** There were no members of the public present.

**Call to Order:** The meeting was called to order by Trustee Jameson at 7:01 p.m.

**Public Comment:** There was no public comment.

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

**Minutes:** On a motion from Trustee Donovan and seconded by Trustee LeBeau, the board approved the minutes of the October 12, 2020 regular meeting.

**Treasurer's Report:** The board reviewed the investment report.

**Bills:** On a motion from Trustee Terpstra and seconded by Trustee Donovan, the board approved the October checks and payments totaling \$25,768.24.

**Unfinished Business:**

*Fiscal agency agreement update* – Director Kubash reported that the attorney had advised we do a title search on the building before opening up the 1999 building agreement between the library and the township to revisions. Director Kubash advised the search could take several weeks to complete. Trustee Jameson asked that the original 1999 agreement be provided to the board when it comes time to review a draft of the updated agreement. Director Kubash agreed to provide the original agreement to the board at that time.

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

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

**New Business:**

*Revision for Library Card Policy* – On a motion by Trustee Calvaruso and seconded by Trustee Hatfield, the board approved the policy revision.

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

*Addition of Trustee Conduct Policy* – On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the board approved the policy addition.

*Phone system replacement* – On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the board approved the digital phone replacement proposal from MOSS in the amount of \$6004.56. Director Kubash advised that there was enough money in this year's budget to cover the cost so a fund balance transfer was not necessary.

*Director evaluation* – Trustee Jameson asked that Trustee LeBeau and Trustee Terpstra please fill out an evaluation form for Director Kubash. All trustees will complete the evaluation form and send it to Trustee Jameson for compilation. The director's formal evaluation will take place at the December 14, 2020 board meeting.

**Other Business:** As it was their last meeting, Trustee Jameson expressed thanks to Trustee LeBeau and Trustee Terpstra for their dedicated service on the library board. They will be missed!

Director Kubash advised the board of her husband's recent medical incident.

The meeting was adjourned at 7:24 p.m.