

Comstock Township Library  
Board of Trustees Meeting Minutes  
August 10, 2020

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

**Absent:** Joe Calvaruso

**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 7:08 p.m.

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

**Approval/Amendment of the Agenda:** Trustee Jameson made the following amendment to the agenda: add *Fund Administrative Fee* to Unfinished Business. On a motion from Trustee Donovan and seconded by Trustee LeBeau, the agenda was adopted as amended.

**Minutes:** On a motion from Trustee LeBeau and seconded by Trustee Donovan, the board approved the minutes of the July 13, 2020 regular meeting.

**Treasurer's Report:** Director Kubash noted that going forward she will continue to add the Wages budget lines for all departments, as those budget lines in the Revenue & Expenditure Report are not updated in a timely manner.

**Bills:** On a motion from Trustee Donovan and seconded by Trustee Hatfield, the board approved the July checks and payments totaling \$27,772.47.

**Unfinished Business:**

*Youth Services Renovation Final Report* – The final report for this capital improvement project was reviewed, discussed, and filed.

*Network/Server Update Final Report* – The final report for this capital improvement project was reviewed, discussed, and filed.

*Future Capital Improvement Projects* – Director Kubash reviewed the next round of upcoming projects including computer software updates, a cord management system for the public youth services computers, completing the LED lighting replacement, and updating the phone system. Director Kubash will work to bring project quotes to the board for these improvements.

*Fund Administrative Fee* – Director Kubash reported she has spoken to the Township Superintendent regarding the fee and will continue to move forward on developing a formal agreement between the Library and Township for future administration of the fee.

**Committee Reports:** There were no committee reports. Director Kubash noted that she now has budget figures for 2021 so the Salary & Wage Committee can plan an August meeting.

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

**New Business:**

*Revision for Library Card Policy CIRC-1, Revision for Miscellaneous Fees & Payments Policy CUS-4, Addition/Revision Temporary Closures Policy MGMT-5* – On a motion from Trustee Donovan and seconded by Trustee LeBeau, the board approved the policy revisions.

*Carpet/Tile Cleaning Proposals* – On a motion from Trustee Terpstra and seconded by Trustee Donovan, the board approved the Bailtek carpet cleaning proposal, including the application of protectant to carpet, sealant to tile and grout, and the cost to clean the staircase.

**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