

Comstock Township Library
Board of Trustees Meeting Minutes
September 14, 2020

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

Absent: Joe Calvaruso, Dorothy Hatfield

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 7:00 p.m.

Public Comment: There was no public comment.

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

Minutes: On a motion from Trustee LeBeau and seconded by Trustee Donovan, the board approved the minutes of the August 10, 2020 regular meeting.

Treasurer's Report: Director Kubash noted the additional revenue from the Library's portion of the Local Community Stabilization Share, including \$20,736 back pay from previous years it had not been received. Going forward, the Library should receive about \$3000 a year from this LCSS. It was also noted that the Renaissance Reimbursement was received at \$29,160.

Bills: On a motion from Trustee Donovan and seconded by Trustee LeBeau, the board approved the August checks and payments totaling \$30,052.86.

Unfinished Business:

Admin Fund Fee - Director Kubash gave an update on the discussion that she had with Attorney Anne Seuryneck and expected to have a draft of the fee agreement for review at the October board meeting.

Committee Reports: Trustee Donovan gave a report from the Wage and Salary committee meeting. Discussion ensued and included a consultation of the December 2016 board meeting minutes.

On a motion from Trustee Donovan and seconded by Trustee LeBeau, the board approved the following wage and salary changes starting in 2021: adjustment of minimum wage to \$9.87, adjustment of the Library Associate starting rate to \$11.75, a 2% raise for all staff not affected

by the previous wage adjustments, and adjustment of the large in lieu payment to a decreasing schedule as follows:

2021: \$15,000

2022: \$12,000

2023: \$9,000

2024: \$6,000

2025 and going forward: \$3,000

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

New Business:

Revision for Homebound Services Policy GSV-2 – On a motion by Trustee Donovan and seconded by Trustee LeBeau, the board approved the policy revisions.

Envisionware MobilePrint Service – On a motion by Trustee Terpstra and seconded by Trustee Donovan, the board approved a one year purchase of the MobilePrint service.

2021 Budget Draft – The board reviewed the 2021 draft budget with final approval of it to come at the October 2020 board meeting.

Other Business: There was no other business.

The meeting was adjourned at 7:49 p.m.

Jill LeBeau, Library Board Secretary

Date