

Comstock Township Library  
Board of Trustees Meeting Minutes  
December 13, 2021

**Board Members Present:** Joe Calvaruso, Shari Donovan, Karen Jameson, Dorothy Hatfield (attending remotely by phone)

**Absent:** Andrea Clark, Felicia Sidney

**Staff:** Emily Kubash, Library Director

**Audience:** none

**Call to Order:** The meeting was called to order by Trustee Jameson at 7:04 p.m.

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

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

**Minutes:** On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the minutes of the November 8, 2021 regular meeting.

**Treasurer's Report:** Director Kubash noted that all the large outstanding bills for this year have been paid, including the ceiling tile replacement. The board reviewed the Administrative Fund Fee that was assessed by the Township for additional services rendered on behalf of the library in 2020.

**Bills:** On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the November 2021 checks and payments totaling \$71,791.74.

**Unfinished Business:** There was no unfinished business.

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

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

**New Business:**

*Circulation Policy updates* – On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the updates for the *Library Card Policy, Checkout, Renewal, & Replacement Policy*, and the *Interlibrary Loan Policy*.

*Review of Reconsideration of Library Materials Policy & Procedure* – Director Kubash reviewed the current process by which the library would respond to requests for reconsideration. The board discussed the suggested updates to the policy and procedure. On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the board approved the updates to the *Reconsideration of Library Materials Policy*.

**Other Business:**

*Building update* – Director Kubash gave a report on her meeting with the Township Clerk and Superintendent.

The meeting was adjourned at 7:38 p.m.