

Comstock Township Library
Board of Trustees Meeting Minutes
March 8, 2021

Note: although the library closed at 6:00 p.m. public access to the meeting remained available as the doors allowing access to the board meeting room remained open.

Board Members Present: Shari Donovan, Dorothy Hatfield, Karen Jameson, Joe Calvaruso, Andrea Clark, Felicia Sidney

Absent: none

Staff: Library Director Emily Kubash

Audience: Comstock Township Treasurer Bret Padgett

Call to Order: The meeting was called to order by Trustee Jameson at 7:02 p.m.

Public Comment: There was no public comment.

Approval/Amendment of the Agenda: Director Kubash made the following amendment to the agenda: add *Laptop Purchase* to New Business. On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the agenda was adopted as amended.

Minutes: On a motion from Trustee Donovan and seconded by Trustee Hatfield, the board approved the minutes of the November 9, 2020 regular meeting.

Treasurer's Report: Treasurer Padgett provided the board with an overview of the library's cash and investment accounts. Discussion included the low 0.05% interest rate for several of the investments, including the Michigan CLASS and TCF Bank Money Market accounts. Treasurer Padgett agreed to investigate CD or money market accounts that may offer a higher interest rate and report back to Director Kubash. Trustee Calvaruso mentioned Sturgis Bank and Lake Michigan Credit Union as two possible options.

On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved Treasurer Padgett moving funds from the Michigan CLASS and TCF Bank Money Market accounts into the interest checking account, currently at a 0.15% interest rate, until a CD or money market account with a higher interest rate can be identified and the monies reinvested.

Bills: On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the November 2020 checks and payments totaling \$21,834.93, the December 2020

checks and payments totaling \$38,249.45, the January 2021 checks and payments totaling \$73,230.09, and the February 2021 checks and payments totaling \$35,054.80.

Unfinished Business:

Fiscal agency agreement update – Director Kubash reported that the building title search was complete and that the building and land are in the name of the Township. She will provide another report to the board in April after speaking with Attorney Seuryneck.

Committee Reports: There were no committee reports.

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

Director Kubash confirmed that the Annual Report included in this packet is for the library's own information and is separate from the State Aid Report that she fills out each year as a prerequisite for state aid payments.

Trustee Jameson said she would like to ensure the LED lighting replacement and replacement of the ceiling tiles were included on the director's 2021 goals. Director Kubash confirmed that those items were still on the list for 2021.

New Business:

Laptop Purchases – The library uses laptops for a variety of purposes and services. The two laptops currently owned are outdated and must be plugged in all the time to function. On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the board approved spending up to \$8000 for the purchase of three new laptop computers.

Election of Officers – On a motion from Trustee Calvaruso and seconded by Trustee Hatfield, the board nominated Karen Jameson for President. On a motion from Trustee Jameson and seconded by Trustee Hatfield, the board nominated Joe Calvaruso for Vice President. On a motion from Trustee Jameson and seconded by Trustee Hatfield, the board nominated Shari Donovan for Secretary/Treasurer.

On a motion from Trustee Hatfield and seconded by Trustee Sidney, the board qualified and elected the following officers for a term of two years:

- President: Karen Jameson
- Vice President: Joe Calvaruso
- Secretary/Treasurer: Shari Donovan

Director Evaluation – On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board entered into closed session at 7:48 p.m. upon the director's request for the purposes

of conducting her annual evaluation. On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board returned to open session at 7:54 p.m.

The board commended Director Kubash for an excellent performance over the past year, especially given the challenges of the pandemic. The board awarded her a one-time \$6,000 bonus.

Other Business: Director Kubash distributed informational materials from the Michigan Cooperative Directors Association.

The meeting was adjourned at 7:57 p.m.

Shari Donovan
Secretary/Treasurer

Date