

Comstock Township Library
Board of Trustees Meeting Minutes
May 10, 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: Joe Calvaruso, Shari Donovan, Dorothy Hatfield, Karen Jameson

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 Calvaruso and seconded by Trustee Donovan, the agenda was adopted as presented.

Minutes: On a motion from Trustee Donovan and seconded by Trustee Hatfield, the board approved the minutes of the April 12, 2021 regular meeting.

Treasurer's Report: The board noted that the budget looks in good shape overall and that they appreciate Treasurer Padgett's sound management of the Library's financial investments. Director Kubash noted that the current fund reserve balance would be known after the audit is completed.

Bills: On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the April 2021 checks and payments totaling \$60,907.87.

Unfinished Business:

Study Rooms – Director Kubash shared that Library Design had come out in April and dismantled the fallen wall. As the rooms remain unstable, the rooms are locked and unavailable for use. Trustee Calvaruso mentioned some considerations: Figure out if we want to keep the rooms. If the rooms are no longer needed, perhaps remove them and reassess the space once it's empty. Overall, plan to reassess the space and how it can best be used. Trustee Calvaruso noted that public behavior may change in a post-COVID environment so that's something to think about as well. Moving forward, Director Kubash will talk with staff and look at use

statistics over the past years to determine whether study rooms are still the best use of the space.

Committee Reports: There were no committee reports.

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

New Business:

Personal Time, Authorized Holidays, and Staff Development Personnel Policy Updates / Deferred Compensation Personnel Policy Addition – Director Kubash noted that the proposed *Personal Time Policy* described the amount of time off in hours, versus a mix of hours and days. Trustee Hatfield questioned whether the total amount of personal time had been reduced in the proposed policy. Director Kubash did a double check and confirmed that the number of hours remained the same in the proposed policy, as they are based on a 7.5-hour work day (an 8-hour shift with a ½ hour unpaid lunch).

Director Kubash noted that the change in paid holidays (adding New Year's Eve and removing Columbus Day) had previously been approved in the *Hours of Service Policy* update from 2020.

Trustee Jameson mentioned that she liked the clarification and wording for the Mileage Reimbursement section of the *Staff Development Policy*.

On a motion from Trustee Calvaruso and seconded by Trustee Hatfield, the board approved the Personnel Policy updates and addition.

Internet Filtering – Director Kubash presented the pros and cons of adding a low-level filter to the library's computers, Wi-Fi, and hotspots to ensure compliance with the Children's Internet Protection Act (CIPA). After discussion, the board supported Director Kubash in moving forward with a new filtering plan and policy update. Director Kubash will work on the specifics of how to proceed and make sure that any policy change is presented and/or adopted with reasonable public notice and after at least one public meeting or hearing.

Other Business: There was no other business.

The meeting was adjourned at 7:33 p.m.