

Comstock Township Library
Board of Trustees Meeting Minutes
December 12, 2022

Board Members Present: Joe Calvaruso, Andrea Clark, Shari Donovan, Felicia Sidney, Jim VanSweden

Absent: Karen Jameson

Staff: Library Director Emily Kubash

Audience: There were no members of the public present.

Call to Order: The meeting was called to order by Vice President Calvaruso at 7:01 p.m.

Public Comment: There was no public comment.

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

Minutes: On a motion from Trustee Donovan and seconded by Trustee Clark, the Board approved the minutes of the November 14, 2022 regular meeting.

Treasurer's Report: The treasurer's report was reviewed, discussed, and filed.

Bills: On a motion from Trustee Donovan and seconded by Trustee Sidney, the Board approved the November 2022 checks and payments totaling \$64,056.43.

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:

Presentation by Amanda Standerfer of Fast Forward Libraries – Via Zoom, Amanda gave an overview of the strategic planning process and answered questions from Trustees. After discussion, the Board asked Director Kubash to obtain a quote from at least one other strategic planning firm before making a final decision on how to move forward.

Authorized Holidays Personnel Policy update

Floating Holidays Personnel Policy addition – Trustee Calvaruso expressed concern that holding staff training on Veterans Day could potentially be deemed disrespectful of staff members who are veterans. After discussion, it was decided that a staff member could choose to use one of their Personal Holidays for Veterans Day, if that day is personally significant to them. On a motion from Trustee Donovan and seconded by Trustee VanSweden the board approved the Personnel Policy update and addition.

Other Business: There was no other business.

The meeting was adjourned at 7:42 p.m.