

Comstock Township Library
Board of Trustees Meeting Minutes
February 14, 2022

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

Absent: Andrea Clark

Staff: Library Director Emily Kubash

Audience: There were no members of the public present.

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

Public Comment: There was no public comment.

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

Minutes: On a motion from Trustee Hatfield and seconded by Trustee Calvaruso, the board approved the minutes of the January 11, 2022 regular meeting.

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

Bills: Director Kubash alerted the board to two errors on the bills report whereby the Health Savings Account charges had been added in twice. Making this correction reduced the monthly bills total by \$9750. She also noted that the building insurance payment was made in January, resulting in higher than usual monthly spending. On a motion from Trustee Calvaruso and seconded by Trustee Sidney, the board approved the January 2022 checks and payments totaling \$76,294.94.

Unfinished Business: There was no unfinished business.

Committee Reports: There were no committee reports.

Director's Report: Director Kubash shared that the Library of Michigan was now offering a free option for tracking summer reading program participants. The board agreed that the library should pursue this free option. In addition, she noted that the project management service, Asana, was available at a 50% discounted rate through TechSoup. Finally, the board discussed the Township's recent announcement to move to another building. Director Kubash said at this

time she had no further information on a possible timeline for their move and/or their plans for the Township's portion of the building after they move out.

New Business:

Collection Development Policy revision – On a motion from Trustee Donovan and seconded by Trustee Hatfield, the board approved the revision of the Collection Development Policy.

Library Programs Policy revision – On a motion from Trustee Sidney and seconded by Trustee Donovan, the board approved the revision of the Library Programs Policy.

Internet contract renewal – On a motion from Trustee Calvaruso and seconded by Trustee Sidney, the board approved Director Kubash signing the internet services contract with MetroNet (FKA CTS Telecom).

MLA Leadership Academy attendance – On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved Head of Youth Services Liz to attend the MLA Leadership Academy training program.

2021 Annual Report – The annual report was reviewed and discussed. Director Kubash said she intends to share the report with library staff and post it on the library's website.

Other Business:

Trustee Donovan shared the idea of a "Wrap a Book" library display she saw online recently. She also noted that the ALA conference will be in-person this year in Washington D.C.

Trustee Hatfield shared the idea of a program where participants could earn badges for various activities and accomplishments.

Director Kubash asked if the board would be amenable to cancelling the April board meeting as she has a conflicting vacation planned. The board agreed that would be acceptable.

The meeting was adjourned at 7:32 p.m.