

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

Board Members Present: Joe Calvaruso (arriving at 7:09 p.m.), Andrea Clark, Shari Donovan, Dorothy Hatfield, Karen Jameson

Absent: Felicia Sidney

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: Director Kubash made the following amendment to the agenda: add *Certificate of Deposit* to New Business. On a motion from Trustee Donovan and seconded by Trustee Hatfield, the agenda was adopted as amended.

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

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

Bills: Trustee Jameson asked if the \$10,000 payment to Hoopla was for the year. Director Kubash confirmed this and said that she had budgeted about \$15,000 for Hoopla this year, which comes out to about \$1,200 each month for Hoopla borrows. On a motion from Trustee Clark and seconded by Trustee Donovan, the board approved the February 2022 checks and payments totaling \$62,658.14.

Unfinished Business: There was no unfinished business.

Committee Reports: There were no committee reports.

Director's Report: Director Kubash said that she and the Department Heads would this week discuss removing the requirement for masks to be worn during in-person library programs. She also noted that the Township would be closing on their building purchase in early April.

New Business:

Local History Room Policy addition – On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the addition of the Local History Room Policy.

New email service proposal – On a motion from Trustee Calvaruso and seconded by Trustee Hatfield, the board approved the library changing its email service to Gmail for Business. Director Kubash will move forward with the library's IT company to facilitate the switchover.

ALA conference 2022 – The board discussed whether any trustees were interested in attending this year's conference in Washington D.C. Trustee Donovan stated she would like to attend. Director Kubash said she would email Trustee Sidney to see if she was interested in going this year.

Certificate of Deposit – Director Kubash shared a *Library Balances* sheet from Township Treasurer Padgett. The board discussed Treasurer Padgett's recommendation that the library purchase a Certificate of Deposit from Horizon Bank at a rate of 1.20%. On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the Certificate of Deposit purchase from Horizon Bank in the amount of \$200,000 for a 12-month period.

Director evaluation – The board conducted the director's annual performance review.

Other Business: There was no other business.

The meeting was adjourned at 7:31 p.m.