

Comstock Township Library
Board of Trustees Meeting Minutes
May 9, 2022

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

Absent: Andrea Clark, 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 amendments to the agenda: add *Library Building* and *Compensation* 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 Hatfield and seconded by Trustee Donovan, the board approved the minutes of the March 14, 2022 regular meeting.

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

Bills: Director Kubash noted that the April bills report reflected only one payroll. On a motion from Trustee Donovan and seconded by Trustee Hatfield, the board approved the March 2022 checks and payments totaling \$55,254.36. On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the April 2022 checks and payments totaling \$30,784.29.

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:

Security camera system – On a motion from Trustee Calvaruso and seconded by Trustee Donovan the board approved canceling the maintenance plan with Johnson Controls Security Solutions and purchasing the currently leased security camera system equipment for the proposed price of \$3,165.42.

Meeting room furniture – On a motion from Trustee Hatfield and seconded by Trustee Donovan, the board approved the purchase of new meeting room furniture from Library Design.

Personnel Policy additions & update – On a motion from Trustee Calvaruso and seconded by Trustee Hatfield, the board approved the proposed personnel policy additions and policy update as presented.

Library building – The board discussed their concerns regarding what will happen with the shared library-township building once the township moves to their new location. Discussion included what type of business or operation might move into the current township space, adding the library's name to the building deed, and consulting an attorney for support.

Compensation – On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the board approved raising the hourly wage of all regular part-time employees currently making less than \$12.50 an hour by \$1.00. The Wage & Salary Committee will review all staff wages and salaries this year and may suggest additional changes as appropriate.

Other Business: There was no other business.

The meeting was adjourned at 7:38 p.m.