

Comstock Township Library
Minutes of the February 11, 2019
Library Board Meeting

APPROVED

BOARD MEMBERS PRESENT: Shari Donovan, Dorothy Hatfield, Karen Jameson, Mardell Terpstra

ABSENT: Joe Calvaruso, Jill LeBeau

STAFF: Myla-Jean Stuart, Library Director; Joanna Hinga (Staff)

AUDIENCE: N/A

CALL TO ORDER : The meeting was called to order by Trustee Jameson at 7:01p.m.

PUBLIC COMMENT : NA

APPROVAL/AMENDMENT OF THE AGENDA: Trustee Jameson removed the Director's Evaluation from the agenda as not all evaluation forms have been returned, Director Stuart added new signs under New Business. Trustee Donovan moved approval of the agenda as amended, Trustee Terpstra seconded the motion. Motion passed.

MINUTES: There were no questions on the minutes of the January 14, 2019 Library Board Meeting. Trustee Donovan moved approval of the minutes, Trustee Terpstra seconded the motion. Motion passed.

TREASURER'S REPORT: There were no questions on the Treasurer's report. Director Stuart explained that salary and benefit information was not up-to-date, and that ADP should be working on automating that after the tax season.

BILLS: Director Stuart explained that there were 2 sets of bills, one for 2018 bills paid in January 2019, one for January 2019 bills. She also explained there will be a delay in showing Consumer Energy bills because they are being automatically paid and the township doesn't reconcile those accounts monthly. Trustee Terpstra moved approval of the 2018 bills paid in 2019 in the amount of \$14,574.85; Trustee Donovan seconded the motion, which passed. Trustee Donovan moved approval of the January 2019 bills in the amount of \$34,927.45, Trustee Terpstra seconded the motion, which passed. The board preferred the look of Ms. Hinga's presentation of the bills over the township's presentation.

UNFINISHED BUSINESS:

1) Director Stuart reviewed the several options up for discussion on Fine Forgiveness. Due to publicity timing, she would like to run the program in May. After discussion the Library Board approved running the program May 6-11, 2019, offering to waive up to \$20.00 per library card number for all card holders. Fines would only be waived on material returned.

2) ALA: Director Stuart reminded Board members to sign up early if they are going to ALA. Trustee Jameson and Trustee Hatfield will not be going this year, Trustees Donovan and Terpstra expressed interest. The Director asked permission to send 2 librarians to ALA. Trustee Donovan moved approval, Trustee Hatfield seconded the motion. Motion approved.

3) Director Stuart has met with Library Design and May Construction regarding updates in the Youth Department. She will call for a committee meeting when more information is available.

COMMITTEE REPORTS: N/A

DIRECTOR'S REPORT: There were no questions on the Director's Report.

NEW BUSINESS:

1) Director Stuart explained the chain of events that led to the bathroom pipes freezing. Thankfully the only damage was an electrical unit in the faucet of the larger bathroom. The furnace went out again later in the week, LaPine fixed a component and hopefully the fix will last through the winter.

2) The Youth Librarian has requested to attend Spring Institute (MLA) in Bay City in March. Trustee Terpstra moved approval, Trustee Donovan seconded the motion. Motion passed.

3) One Card: The Director explained the "One Card" program and that she and the Youth Librarian will be meeting with Mr. Chopp to see if we can start a program with Comstock Schools.


4) The Township is interested in replacing the interior signage. Director Stuart passed out several designs for the Board to look at. The Board was in favor of the Steel/wood option. Director Stuart will let the Township know the preference.

OTHER BUSINESS: Director's Evaluation postponed.

The meeting was adjourned at 7:35 p.m.



Jill LeBeau, Library Board Secretary



Date