

Comstock Township Library
Minutes of the May 13, 2019
Library Board Meeting

BOARD MEMBERS PRESENT: Joe Calvaruso, Shari Donovan, Karen Jameson, Mardell Terpstra

ABSENT: Dorothy Hatfield ,Jill LeBeau **STAFF:** Myla-Jean Stuart, Library Director

AUDIENCE: Brett Padgett, Jodi Stephoria, Jo Hinga, Liz Castleberry, Serih Smelker, Scott Smelker, Sandra Katje

CALL TO ORDER : The meeting was called to order by Trustee Jameson at 7:00 p.m.

PUBLIC COMMENT : NA

APPROVAL/AMENDMENT OF THE AGENDA: Director Stuart made the following amendments to the agenda: add presenter Jodi Stephoria; under Unfinished Business add Fine Forgiveness Totals; under New Business add IT request and Employee Manual amendment, Under Other Business add a closed session to discuss personnel issues. Trustee Donovan moved approval of the agenda as amended, Trustee Terpstra seconded the motion. Motion passed.

MINUTES: Trustee Terpstra moved approval of the minutes of the March 11th meeting as written, Trustee Calvaruso supported the move. Motion passed.

TREASURER'S REPORT Comstock Treasurer Brett Padgett addressed the board regarding the status of the reserve fund. He suggested purchasing another Certificate of Deposit from Southern Michigan Bank and Trust for \$100,000.00, money to be taken from the Chemical Bank Fund to continue the laddering process. Trustee Calvaruso moved this transfer, Trustee Donovan seconded the motion, which passed. The board thanked Treasurer Padgett for his handling of the finances. The new signs met with approval.

Director Stuart pointed out that the State Reimbursement check was higher than expected.

Jodi Stephoria addressed the board on the Downtown Development Authority Progress and asked the board to reconsider opting in to the tax increment financing. The library's portion would be \$116.00 the first year. The board thanked her for the presentation and will put this on the agenda for June.

BILLS: Trustee Calvaruso moved approval of the March bills in the amount of \$ 15,931.60, and the April bills in the amount of \$8,637.31. Trustee Terpstra seconded the motion, which passed. Trustee Jameson asked about the late fees for the Bank of America. Director Stuart explained she is trying to set up automatic withdrawals from the bank account.

UNFINISHED BUSINESS:

1) Skylight: The skylight is still leaking. Directory Stuart has called Mulder sealing to come and fix the leak. She will ask for the status of the skylight. The board may consider changing the skylight out for a regular roof if it needs to be replaced. Trustee Calvaruso moved approval of up to \$3000.00 for repair, Trustee Terpstra seconded the motion. Motion passed.

2) Fine Forgiveness Week: A total of \$343.29 was waived. Most fines were small, but there were 3 over 20.00. Patrons liked the idea. Trustee Jameson recommended reconsidering this for next year.

COMMITTEE REPORTS :

1) Youth Remodeling Project: Trustee Donovan proposed approving the project bids from Sackett's, May Construction, Library Design and WMP Painting. It was also suggested that new furniture be purchased, and the carpeting in the Heritage room be replaced with linoleum. Trustee Donovan moved to approve the project with the above contractors in the amount of \$55,677.00, Trustee Calvaruso seconded the motion with the expectation is that this would replace any other major projects for the next few years, and subject to the results for the skylight repair. Motion passed.

2) The Director went through the proposal by Webster Electric for upgrading lights within the Library. After discussion Trustee Calvaruso proposed taking the remodeling of the Heritage room and the lower lobby off the agenda for this year and just proceed with the interior youth department remodel. Director Stuart will update the board on the adjusted savings amounts. Light projects within the main library would come to approximately \$15,000.00. The lighting project and Heritage room were put on hold pending the resolution of the skylight, the Youth Department remodel can proceed.

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

NEW BUSINESS:

1) Director Stuart asked that the Board consider a Travel Expense addition to the Employee's Manual. This will be postponed until June.

2) IT has requested the updating of the WiFi access points. This would allow for a separate youth and adult sign in. He recommended the purchase of 2 units at \$349.00 each. Trustee Calvaruso moved approval, Trustee Jameson seconded the motion. Motion passed.

OTHER BUSINESS:


1) Yard sale is scheduled for June 8th

2) Youth Librarian Liz Castleberry discussed the SRP movie produced by PMN.

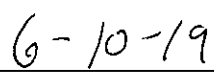
3) Trustee Terpstra moved the board go into closed session for a personnel matter, Trustee Donovan seconded the motion. The motion passed.

4) Trustee Terpstra moved the board come out of closed session, Trustee Jameson seconded the motion, which passed.

The meeting was adjourned at 8:15 pm.



Jill LeBeau, Library Board Secretary



Date