

Comstock Township Library
Minutes of the July 8, 2019
Library Board Meeting

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

ABSENT: Joe Calvaruso, Jill LeBeau

STAFF: Myla-Jean Stuart, Library Director

AUDIENCE: Liz Rasberry, Youth Librarian

CALL TO ORDER : The meeting was called to order by Trustee Jameson at 7:02 p.m.

PUBLIC COMMENT : NA

APPROVAL/AMENDMENT OF THE AGENDA: The Director added Treasurer request under Treasurer's Report and Narcan under New Business.

Presentation: Jeff Young of Vertex Computing Solutions handed out references and described his background and general pricing policies. He answered questions from the board regarding response time, working with our current IT. He has not worked with a library before, but has worked with over 20 businesses. He is flexible in billing under contract, hourly, or time blocks. The board thanked him for coming in.

MINUTES: There were no questions on the minutes of the June 10, 2019 Library Board Meeting. Trustee Terpstra moved approval of the minutes, Trustee Hatfield seconded the motion. Motion passed.

TREASURER'S REPORT: Director Stuart reported that one of the cd's had come to maturity and Treasurer Padgett asked permission to purchase another cd in its place for the same return. Trustee Donovan moved approval, Trustee Hatfield seconded the motion. Motion passed.

BILLS: There were no questions on bills. Trustee Donovan moved approval of the bills in the amount of \$18,456.81, Trustee Hatfield seconded the motion. Motion passed.

UNFINISHED BUSINESS:

1) Youth Department remodel: Liz Rasberry did a presentation of the new furniture she was requesting for the Youth Department. She answered questions concerning fabric, and coloring. After her presentation the remodeling project was discussed in further detail. Trustee Jameson suggested that since the rollover from the previous year would cover expenses she was in favor of adding the Heritage room and lower lobby back into the remodel, with flooring instead of carpeting. Members of the board present agreed. Director Stuart mentioned that there was an ADA issue with an existing shelving unit that Library Design could address and asked that it be included. Trustee Hatfield moved that \$75,000.00 be allocated to the remodeling of the youth department, Trustee Donovan seconded the motion. The amount included a cost overrun amount. Motion passed. Trustee Donovan made the motion to move

\$75,000 from rollover to Capital outlay. Trustee Hatfield seconded the motion, which passed. Liz and Myla thanked the board.

2) Director Stuart reported that the new furnace has been installed and the cost given to the township.

3) ALA- Trustee Terpstra reported on her ALA experience. She was very happy with the speakers and presentations, and the exhibit hall. It was suggested she turn in the 3rd night of her trip since she did attend sessions and exhibits on all three days. ALA will be in Chicago in 2020.

Presentation: Tony Clark of Clark Technical Solutions (CTS) described his background and general pricing policies. He answered questions from the board regarding response time, scope of work and recommendations. He is currently working with Parchment, Van Buren District and Ransom Public Libraries. He is flexible in billing by contract, hourly or time blocks. The board thanked him for coming in.

COMMITTEE REPORTS: Trustee Jameson outlined the process that will be used in determining those candidates to be interviewed. Trustee Hatfield and Trustee Jameson will skype with Mr. Muth to select the three best candidates for in-person interviews. The job has yet to be posted on the library list-serve, but is listed on CareerBuilders, ALA, MLA and Indeed.

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

NEW BUSINESS:

1) Director Stuart asked if there were any questions on the audit. Trustee Donovan had a question on the written reconciliation procedure, and the Director explained the process. The procedure will include that information.

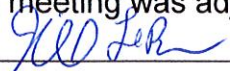
2) The Director explained that the new trend is for libraries to carry Narcan for drug overdoses. Librarians Wiegmann and McCarty will be attending a workshop on this and will report back on liability issues. Director Stuart said the board would have to have a discussion on whether to participate in this in the future. She will bring more information as it is available.

OTHER BUSINESS:

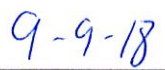
1) Director Stuart has the preliminary tax income for 2020 from Treasurer Padgett, so the Wage and Salary Committee can meet at their convenience. Trustee Jameson will get back to her on this.

2) The Library Board discussed the qualifications of the Jeff Young and Tony Clark. Office Solutions had presented last year. After discussion it was felt that Clark Technical Solutions had a better grasp on library needs and software. Trustee Hatfield moved to accept CTS as IT, Trustee Donovan seconded the motion. The motion passed. The Director was asked to end our current IT in July and have CTS begin in August. She will contact both for a handoff meeting.

The meeting was adjourned at 8:10 pm.



Jill LeBeau, Library Board Secretary



Date