

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

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

ABSENT: Dorothy Hatfield

STAFF: Myla-Jean Stuart, Library Director , Liz Rasberry, Sue Kirvan, Jo Hinga

AUDIENCE: N/A

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 added ADP as #4 under new business. Trustee Calvaruso moved approval of the agenda as amended, Trustee LeBeau seconded the motion. Motion passed.

MINUTES: Trustee Terpstra moved approval of the minutes of the February 11, 2019 minutes, Trustee Donovan seconded the motion. The minutes were approved.

TREASURER'S REPORT: There were no questions on the Treasurer's report.

BILLS: Trustee Terpstra inquired into the charge labeled obituaries. Trustee Calvaruso moved approval of the 2018 bills paid in February 2019 in the amount of \$1,567.38. Trustee LeBeau seconded the motion, motion passed. Trustee Donovan moved approval of the February 2019 bills in the amount of \$22,183.57. Trustee Terpstra seconded the motion. Motion passed.

UNFINISHED BUSINESS: Director Stuart explained Webster Electric is working on lighting solutions using LED lights, which lower the wattage. Some reimbursements will be available through Consumers Energy for these changes, however some upgrades will not be covered. Mr. Webster will turn in an itemized bid for us to discuss.

COMMITTEE REPORTS : N/A

DIRECTOR'S REPORT: There were no questions on the Director's or Department Head reports.

NEW BUSINESS:

1) The director has obtained pricing from John May and Library Design, with Sackett's and West Michigan Painting to be arriving soon. She asked that a date be set for the Building

Committee, consisting of Trustee Jameson, Trustee Donovan, Liz Rasberry and Myla Stuart. The committee will meet on Monday, April 29th, at 1:00.

2) The Director explained the summer intern position that has been posted.

3) A ceiling tile fell and needs to be replaced. The Director called May Construction to take a look at the problem.

4) The Township is adding an HR module to it's payroll software. The library's cost would be approximately \$800.00. After discussion as to what the module will do, Trustee LeBeau moved approval of the the library's portion of the cost, Trustee Calvaruso seconded the motion, which passed.

OTHER BUSINESS:

1) The Director reminded the board there will be no meeting in April.

2) Library Hop is April 1-30.

3) National Library Week Drawings April 7-13.

4) Quilt Fest 2019: April 25-27, 2019.

Closed Session: The library board moved into closed session for the Director's yearly evaluation.

The meeting adjourned at 7:45 pm.



Jill LeBeau, Library Board Secretary



Date