

Comstock Township Library  
Minutes of the May 14, 2018  
Library Board Meeting

**APPROVED**

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

**ABSENT:** Jill LeBeau

**STAFF:** Myla-Jean Stuart, Library Director

**AUDIENCE:** N/A

**CALL TO ORDER:** The meeting was called to order by Trustee Jameson at 7:05 p.m.

**PUBLIC COMMENT:** NA

**APPROVAL/AMENDMENT OF THE AGENDA:** Director Stuart requested addition of the condition of the Skylight under new business. Trustee Terpstra moved to approval of the agenda as amended, Trustee Donovan seconded. The motion passed.

**MINUTES:** Trustee Donovan moved approval of the minutes of the April 9, 2018 Library Board meeting, Trustee Terpstra seconded the motion. Motion passed.

**TREASURER'S REPORT:** Interest from the reserve fund was \$80.17. Trustee Calvaruso suggested the Director talk with the Township Treasurer and recommend 2 banks in Grand Rapids which are offering higher interest. Northpoint and 1<sup>st</sup> National Bank of America are both offering 1.5%.

**BILLS:** Trustee Hatfield had a question on the Signart bill, which the Director answered. She also noted that payroll information was not on the Revenue and Sharing Report. The Township still has not updated the budget code lines. Trustee Calvaruso moved approval of the bills in the amount of \$17,231.36, Trustee Donovan seconded the motion. Motion passed. .

**UNFINISHED BUSINESS:**

1) The director noted that Hoopla is active, and explained the difference in paying for Hoopla usage versus Overdrive. We pay upfront for items ordered for Overdrive, regardless of checkouts. For Hoopla we pay a fee of \$0.50-2.00 per patron check out.

**COMMITTEE REPORTS:** N/A

**DIRECTOR'S REPORT:** Trustee Donovan noted that it has been a busy month for the Director.

3) FMLA update: The Director referred the Board to the letter from Attorney Kaufman which stated that the Library was a governmental body and qualified for FMLA coverage. A version of the Township's FMLA policy was presented for adoption. The term Township needed to be changed to Comstock Township Library in a few spots. Trustee Calvaruso moved to adopt the policy as amended, Trustee Donovan seconded the motion. The FMLA policy was adopted.

4) Employee update: The Board was informed that Annette Elaine Gillis will finish her FMLA and has asked for the extended 90 days under our MLOA policy. She is now on long term disability. She will not receive insurance benefits during this time. The Director recommended the leave be granted due to Elaine's long employment and her great work in the department. Her leave will be granted until the end of July, at which time she will need a Doctor's certificate to return to work or need to resign. To cover the Youth Department summer help is being hired. Discussion of the MLOA policy followed.

#### **COMMITTEE REPORTS : N/A**

**DIRECTOR'S REPORT:** Trustee Donovan asked if there was enough money in the budget to cover the Hotspots now that we were not charging for them. The Director explained that she is using one of the SMLC \$1000.00 grants to help cover expenses this year, and looking into future grant funding. Trustee Donovan suggested we look into corporate sponsorship. The Director explained that people are tech savvy and are resetting the devices, which results in more work. The devices, valued at \$200.00, were donated free but the cost for service is \$120.00 per year per device. If a device is 10 days late it is referred to the collection agency. Overdue fines are \$10.00 a day.

#### **NEW BUSINESS:**

1) The Director reminded Trustee Hatfield that the deadline for turning in her petition for the next election is approaching.

2) The Township would like to have a jointly funded "Shred Event", the split cost would run about \$500.00 including staff time. It is hoped the Maintenance Supervisor and Lawn Crew will help out with the heavy lifting. Shredding will be done here as a 3 hour event, staff will be needed for traffic control, etc. Trustee Calvaruso moved approval of the

event; Trustee Terpstra seconded the motion, which passed.

3) An employee concern was discussed.

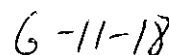
#### **OTHER BUSINESS:**

1) The Library Hop brochure was distributed.

The meeting was adjourned at 7:30 pm.



Jill LeBeau, Library Board Secretary



Date