

Comstock Township Library
Board of Trustees Meeting Minutes
October 9, 2023

Board Members Present: Joe Calvaruso, Andrea Clark, Shari Donovan, Karen Jameson, Felicia Sidney

Absent: Jim VanSweden

Staff: Elyse Malnekoff, Traci Scarbrough

Audience: None

Call to Order: The meeting was called to order by President Jameson at 7:01 p.m.

Public Comment: There was no public comment.

Approval/Amendment of the Agenda: On a motion from Trustee Sidney and seconded by Trustee Clark, the agenda was adopted as presented.

Minutes: On a motion from Trustee Donovan and seconded by Trustee Sidney, the Board approved the minutes of the September 11, 2023 regular meeting.

Treasurer's Report: The Treasurer's Report was reviewed, discussed, and filed.

Bills: On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the Board approved the September checks and payments totaling \$71,153.46.

Unfinished Business:

Strategic plan draft – Amanda Standerfer joined the meeting via Zoom to give an overview of the strategic plan draft.

Committee Reports: There were no committee reports.

Director's Report: The Director's Report was reviewed, discussed, and filed. Director Kubash noted water had leaked into the basement during a recent rainstorm. She has scheduled two foundation companies to come out and take a look at the issue and give recommendations on how to resolve the issue.

New Business:

Health Savings Account contribution policy update – On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the Board approved the Insurance Personnel Policy update stating the Library will contribute \$3,000 to an individual Health Savings Account and \$6,000 to a family Health Savings Account.

2024 budget: On a motion from Trustee Sidney and seconded by Trustee Calvaruso, the Board approved the 2024 library budget as presented.

Other Business: There was no other business.

The meeting was adjourned at 7:58 p.m.