

Comstock Township Library
Board of Trustees Meeting Minutes
November 13, 2023

Board Members Present: Andrea Clark, Shari Donovan, Karen Jameson, Felicia Sidney, Jim VanSweden

Absent: Joe Calvaruso

Staff: Elyse Malnekoff, Traci Scarbrough

Audience: None

Call to Order: The meeting was called to order by President Jameson at 7:04 p.m.

Public Comment: There was no public comment.

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

Minutes: On a motion from Trustee Clark and seconded by Trustee VanSweden, the Board approved the minutes of the October 9, 2023 regular meeting.

Treasurer's Report: The Treasurer's Report was reviewed, discussed, and filed. It was noted that the interest revenue has been much higher this year than was originally anticipated.

Bills: On a motion from Trustee Sidney and seconded by Trustee Donovan, the Board approved the October checks and payments totaling \$75,526.91.

Unfinished Business:

Strategic Plan – The Board reviewed the background information and examples of other library plans. Director Kubash noted she was hesitant to incorporate items from the activity plan into the strategic plan, as those specific activities may change and shift over time. The Board agreed it best to rename the plan document from a “Strategic Plan” to a “Purpose & Goals Plan.” On a motion from Trustee Sidney and seconded by Trustee Donovan, the Board approved the Comstock Township Library Purpose & Goals 2024-2026 Plan.

Committee Reports: There were no committee reports.

Director's Report: The Director's Report was reviewed, discussed, and filed. Director Kubash noted some recent staffing changes and that gutters and a long downspout had recently been installed to try and offset water leaking into the lower level of the building.

New Business:

2024 Library Calendar – Since the November 2024 regular meeting will fall on a day the Library is closed, the Board considered moving the meeting date to November 18, 2024. On a motion from Trustee Donovan and seconded by Trustee VanSweden, the Board approved the 2024 Library Calendar as amended.

Other Business: Director Kubash noted the Library Board had been invited to attend the Comstock Center Downtown Development Authority information meetings being held in November.

The meeting was adjourned at 7:27 p.m.