

Comstock Township Library  
Board of Trustees Meeting Minutes  
December 11, 2023

**Board Members Present:** Joe Calvaruso, Andrea Clark, Karen Jameson, Felicia Sidney, Jim VanSweden

**Absent:** Shari Donovan

**Staff:** Library Director Emily Kubash

**Audience:** None

**Call to Order:** The meeting was called to order by President Jameson at 7:02 p.m.

**Public Comment:** There was no public comment.

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

**Minutes:** On a motion from Trustee Sidney and seconded by Trustee Clark, the Board approved the minutes of the November 13, 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 Clark, the Board approved the November checks and payments totaling \$81,598.27.

**Unfinished Business:**

*Strategic Purpose & Goals update* – Director Kubash noted the Purpose and Goals Plan was shared with all staff at the November staff training day. She and the Department Heads will be meeting this month to then plan out next steps. She expects to have all staff start to review the Activity Plan in January.

**Committee Reports:** There were no committee reports.

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

**New Business:**

*Miscellaneous Fees & Payments service policy update* – On a motion from Trustee VanSweden and seconded by Trustee Sidney, the Board approved the policy update as presented.

*Fund balance transfer* – On a motion from Trustee Calvaruso and seconded by Trustee VanSweden, the Board approved moving \$2,723 out of fund balance to cover the cost of the Clover payment system.

*Staff updates* – Director Kubash gave the Board a synopsis of recent staff updates.

**Other Business:** There was no other business.

The meeting was adjourned at 7:17 p.m.