

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

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

**Absent:** none

**Staff:** Library Director Emily Kubash

**Audience:** There were no members of the public present.

**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:** The Director Evaluation item was struck from New Business on the agenda and rescheduled for the May 2023 meeting. On a motion from Trustee Donovan and seconded by Trustee Sidney, the agenda was adopted as amended.

**Minutes:** On a motion from Trustee Clark and seconded by Trustee Donovan, the Board approved the minutes of the February 13, 2023 regular meeting.

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

**Bills:** On a motion from Trustee Sidney and seconded by Trustee Calvaruso, the Board approved the February checks and payments totaling \$49,581.76.

**Unfinished Business:**

*Strategic Planning update* – Director Kubash mentioned purchasing gift cards to giveaway as incentives for people to participate in the community survey and focus groups. The Board agreed this would be a reasonable purchase to encourage participation. Trustee Donovan said she had been talking to some residents who might be interested in the focus groups.

*Board Kick-Off session* – After discussion, the Board agreed to schedule the 90-minute kick-off session with Fast Forward Libraries for Monday, April 10 starting at 6 p.m., with the regular Board meeting to take place afterwards at 7:30 p.m.

*Payment fund* – The Board discussed payment options for the strategic planning service and chose to pay out of the Library's fund balance. On a motion from Trustee Calvaruso and

seconded by Trustee Donovan, the Board approved a fund balance transfer of \$20,000 to Capital Outlay.

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

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

**New Business:**

*Computer and print management service* – Director Kubash explained the issues the Library has been having with the current computer and print management service and highlighted the benefits of moving to a new company. Once the install is complete, the new service would cost less per year than the current one. On a motion from Trustee Donovan and seconded by Trustee Sidney, the Board approved moving to Total Business Solutions for computer and print management services.

*Video game system* – Director Kubash reviewed the Library's interest in purchasing a video game system for the Youth Department that would be available for kids to play anytime the Library is open. The Nintendo Switch games would be preloaded on the system and are all rated E for Everyone. Director Kubash said the cost of the system could be offset by using a \$3,000 grant available through the Southwest Michigan Library Cooperative. On a motion from Trustee Calvaruso and seconded by Trustee Clark, the Board approved the purchase of the gaming system from Fully Loaded Electronics.

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

The meeting was adjourned at 7:23 p.m.