

Comstock Township Library  
Board of Trustees Meeting Minutes  
May 8, 2023

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

**Absent:** Felicia Sidney, Jim VanSweden

**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 7:07 p.m.

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

**Approval/Amendment of the Agenda:** On 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 Calvaruso, the Board approved the minutes of the March 13, 2023 regular meeting.

**Treasurer's Report:** Director Kubash noted that all the payroll numbers were up to date in the report. The Treasurer's Report was reviewed, discussed, and filed.

**Bills:** Trustee Donovan asked if any large expenses were expected this summer, such as an air conditioning unit replacement. Director Kubash said one of the units was fairly old but had started up already this year so she did not anticipate any big repairs or replacements at this time. On a motion from Trustee Donovan and seconded by Trustee Clark, the Board approved the April checks and payments totaling \$56,415.49.

**Unfinished Business:**

*Strategic planning update* – Director Kubash noted all kick-off sessions had been completed, with the board/staff survey ending on May 8 and the community survey ending on May 14. The focus groups are scheduled for May 22 and 23 with more participants needed. Director Kubash will work with staff this week to try and recruit more patrons.

*Schedule Board retreat session* – After discussion, the Board chose to schedule their retreat session on August 14, 2023 starting at 5:15 p.m.

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

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

**New Business:**

Update for *Library Card Policy* – Director Kubash explained the addition of the Deposit Collection as a library card type. On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the Board approved the *Library Card Policy* update.

Update for *Internet, Access, Use, & Safety Policy* – Director Kubash explained the library would like to offer patrons an initial 60-minute internet session once we switch to the new internet management system. On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the Board approved the *Internet, Access, Use, & Safety Policy* update.

*Director evaluation* – The director's annual evaluation was conducted.

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

The meeting was adjourned at 7:25 p.m.