

Comstock Township Library
Board of Trustees Meeting Minutes
July 10, 2023

Board Members Present: Joe Calvaruso, Shari Donovan, Karen Jameson, Jim VanSweden

Absent: Andrea Clark, Felicia Sidney

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 7:03 p.m.

Public Comment: There was no public comment.

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

Minutes: On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the Board approved the minutes of the May 8, 2023 regular meeting.

Treasurer's Report: The Treasurer's Report was reviewed, discussed, and filed. Director Kubash noted the 2022 financial audit was complete with no issues noted.

Bills: On a motion from Trustee Donovan and seconded by Trustee VanSweden, the Board approved the June checks and payments totaling \$46,846.42.

Unfinished Business:

Strategic Planning update – Director Kubash reiterated the Board Strategic Planning Retreat session was scheduled to take place on August 14th starting at 5:15 p.m. This will be in lieu of the regular Board meeting. She confirmed several reminders would be sent before the event and that sandwiches, snacks, and drinks would be available at the session.

Committee Reports: There were no committee reports.

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

New Business:

Miscellaneous Fees & Payments policy update – On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the policy update was approved as presented.

Wage & Salary Committee – Karen Jameson and Jim VanSweden volunteered to serve on the Wage & Salary committee. Director Kubash said she would contact them to schedule a meeting date in late August. She typically meets with the Township Treasurer in the first half of August to get a budget estimate for the next year.

Replacement of public computer stations – On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the Board approved the replacement of all public computer stations by Clark Technical Services and a transfer from fund balance for \$12,000 to cover the purchase cost.

Staffing update – Director Kubash spoke to the open Head of Youth Services position. Two interviews have been completed with one more to go. She stated she was confident in hiring someone from the pool of candidates. She also broached the idea of creating an Outreach Services position at some point in the near future.

Other Business: There was no other business.

The meeting was adjourned at 7:22 p.m.