

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

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

**Absent:** Karen Jameson

**Staff:** Library Director Emily Kubash

**Audience:** Township Treasurer Bret Padgett

**Call to Order:** The meeting was called to order by Vice President Calvaruso at 7:00 p.m.

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

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

**Minutes:** On a motion from Trustee VanSweden and seconded by Trustee Clark, the Board approved the minutes of the July 10, 2023 regular meeting.

**Treasurer's Report:** The Treasurer's Report was reviewed, discussed, and filed. Treasurer Padgett shared a Cash Summary by Account report for the library's funds. He said most of the funds are kept in the Michigan Class account as it offers a high interest rate. The library has four CDs that he generally renews for one-year terms. The Flagstar CD was just renewed with a 5.08% interest rate. The Horizon CD will be the next to come due in December 2023.

**Bills:** On a motion from Trustee Sidney and seconded by Trustee Donovan, the Board approved the July checks and payments totaling \$53,829.13 and the August checks and payments totaling \$71,345.76.

**Unfinished Business:**

*Strategic Planning update* – The Planning Team will meet virtually with Amanda on September 12 to review the findings from the retreat sessions and to look over the first draft of the strategic plan. After the meeting, Amanda will further develop the plan documents and we'll prepare to present the draft plan to the Board, perhaps as soon as the October regular meeting.

**Committee Reports:**

*Salary & Wage committee* – Trustee VanSweden reviewed the recommendations of the committee and the reasoning behind them. On a motion from Trustee VanSweden and seconded by Trustee Sidney, the Board approved the salary & wage scales and staffing updates for 2024 as presented, including a 5% pay increase for staff.

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

**New Business:**

*Server room fund balance transfer* – On a motion from Trustee VanSweden and seconded by Trustee Sidney, the Board approved transferring \$25,000 from fund balance to capital outlay to cover the new computer server room equipment and installation costs.

*2024 budget draft* – Director Kubash reviewed the draft budget and indicated the final budget would need Board approval at the October regular meeting.

*Security camera system replacement* – Director Kubash noted the current system was installed in 2011 and it is becoming difficult to find replacement cameras when they fail. The Board agreed it was time to start looking at replacement options for the whole system. Director Kubash confirmed she will work on procuring quotes.

*Payment system replacement* – Director Kubash and Treasurer Padgett talked about the possibility of switching to a Clover payment system which would allow for all payments to be made at a single pay station. Treasurer Padgett said the Township Transfer Station and Parks and Recreation have been using this system all summer and it has worked well for them. On a motion from Trustee Donovan and seconded by Trustee VanSweden the Board approved the purchase of the Clover Station Duo and its coordinating monthly service fee.

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

The meeting was adjourned at 7:35 p.m.