

Comstock Township Library  
Board of Trustees Meeting Minutes  
October 14, 2024

**Board Members Present:** Andrea Clark, Shari Donovan, Karen Jameson, Jim VanSweden

**Absent:** Joe Calvaruso, Felicia Sidney

**Staff:** Library Director Emily Kubash

**Audience:** None

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

**Public Comment:** No public comment

**Approval/Amendment of the Agenda:** Director Kubash asked to add “November Meeting Date Change” to Other Business. On a motion from Trustee Clark and seconded by Trustee VanSweden, the Board approved the agenda as amended.

**Minutes:** On a motion from Trustee Donovan and seconded by Trustee VanSweden, the Board approved the minutes of the September 9, 2024 regular meeting.

**Treasurer’s Report:** The Treasurer’s Report was reviewed, discussed, and filed.

**Bills:** On a motion from Trustee Clark and seconded by Trustee VanSweden, the Board approved the September checks and payments totaling \$68,607.43.

**Unfinished Business:** The Board reviewed their portion of the activity plan. Director Kubash noted she’d likely have Head of Adult Services Beth attend either the November or December 2024 meeting to discuss her experience with the Michigan Library Association’s Leadership Academy training program.

**Committee Reports:** No committee reports

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

**New Business:**

*2025 Library Budget* – On a motion by Trustee VanSweden and seconded by Trustee Donovan, the Board approved the 2025 Library budget as presented.

*2025 Health Insurance Plan* – Director Kubash gave the Board an update on the forthcoming health insurance plan changes, including that there will be a 4% increase in premiums and a small increase in deductibles.

*Insurance Personnel Policy review* – The Board reviewed the current policy. On a motion from Trustee VanSweden and seconded by Trustee Donovan, the Board set the Health Savings Account contribution amounts to \$3,200 for individual and \$6,400 for family.

*Review of Draft Agreement between Comstock Charter Township and Comstock Township Library Board* – Director Kubash noted that the library attorney suggested a 20-year term for the agreement and, if possible, to review the signed agreement between the Township and Schools before signing the agreement between the Township and Library. Trustees overall found the draft agreement terms to be agreeable. The Board will revisit the agreement at the November regular meeting.

**Other Business:**

*November Meeting Date Change* - Director Kubash noted that the November 2024 regular Board meeting will take place a week later than usual on November 18, 2024. The Library will be closed on November 11, 2024 for Veterans/Staff Training Day.

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