

Comstock Township Library
Board of Trustees Meeting Minutes
March 11, 2024

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

Absent: Andrea Clark

Staff: Library Director Emily Kubash

Audience: none

Call to Order: The meeting was called to order by President Jameson at 7:01 p.m.

Public Comment: No public comment.

Approval/Amendment of the Agenda: Director Kubash requested to add Election 2024 as another Other Business item. On a motion from Trustee Donovan and seconded by Trustee VanSweden, the agenda was adopted as amended.

Minutes: On a motion from Trustee VanSweden and seconded by Trustee Calvaruso, the Board approved the minutes of the February 12, 2024 regular meeting.

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

Bills: On a motion from Trustee Donovan and seconded by Trustee Sidney, the Board approved the February checks and payments totaling \$56,768.73.

Unfinished Business: The Board reviewed their portion of the activity plan. Trustee Donovan noted she'd be interested in staff presentations to the Board on the upcoming Summer Reading Program changes and a follow-up from staff who attend robust training programs such as Leadership Academy. Director Kubash suggested to add reworking the director evaluation form to the plan.

Committee Reports: No committee reports.

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

New Business:

Employee dress guidelines policy update – On a motion from Trustee VanSweden and seconded by Trustee Donovan, the Board approved the Employee Dress Guidelines personnel policy update as presented.

Rules of Conduct policy update – On a motion from Trustee Sidney and seconded by Trustee Calvaruso, the Board approved the Rules of Conduct service policy update as presented.

Library Card policy update – The Board discussed the pros and cons of adding a new temporary library card type. After discussion, the Board requested that this card type be excluded from borrowing Discovery Kits and that the loss rate be evaluated at year's end. On a motion from Trustee Sidney and seconded by Trustee Calvaruso, the Board approved the Library Card service policy update as amended.

Leadership Academy 2024 – On a motion from Trustee Donovan and seconded by Trustee VanSweden, the Board approved Head of Adult Services Beth attending the Leadership Academy program offered through the Michigan Library Association.

Other Business:

Date Change – The next regular library Board meeting will be held a week later than usual on Monday, April 15, 2024. Director Kubash said she'd send out a reminder of the date change to Trustees in early April.

Election 2024 – Director Kubash noted that anyone interested in getting on the ballot for the November Library Board election needs to contact the Township Clerk before April 23, 2024.

The meeting was adjourned at 7:27 p.m.