

Comstock Township Library  
Board of Trustees Meeting Minutes  
August 12, 2024

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

**Absent:** Andrea Clark, Karen Jameson

**Staff:** Library Director Emily Kubash

**Audience:** None

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

**Public Comment:** No public comment.

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

**Minutes:** On a motion from Trustee Sidney and seconded by Trustee Donovan, the Board approved the minutes of the July 8, 2024 regular meeting.

**Treasurer's Report:** The Treasurer's Report was reviewed, discussed, and filed. Director Kubash noted the Township had assessed the administrative fee of \$6,029 for services rendered on the library's behalf in 2023. The amount budgeted for the fee was \$6,500.

**Bills:** On a motion from Trustee Donovan and seconded by Trustee Sidney, the Board approved the July checks and payments totaling \$76,406.29.

**Unfinished Business:** The Board reviewed their portion of the activity plan.

**Committee Reports:** No committee reports.

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

**New Business:**

*Notary Services Policy update* – On a motion from Trustee VanSweden and seconded by Trustee Donovan, the Board approved the Notary Services Policy update as presented.

*Salary & Wage committee formation* – On a motion from Trustee Donovan and seconded by Trustee Sidney, the Board approved appointing Trustee Jameson and Trustee Sidney to the

Salary & Wage committee. Director Kubash said she would reach out via email with some potential meeting dates for the last week of August or first week of September.

*MLA Annual Conference attendance* – On a motion from Trustee Donovan and seconded by Trustee VanSweden, the Board approved Trustee Clark and Trustee Sidney to attend the October Michigan Library Association conference.

*Draft Agreement between Comstock Charter Township and Comstock Township Library Board* – The Board discussed the proposed draft agreement. Questions were raised regarding sections 4. *Maintenance of Common Area* and 7. *Grounds Maintenance*, with Trustee Calvaruso stating the Board might want to talk with the School to develop an agreement with them first. For section 11. *Term of Agreement*, Trustee Donovan suggested the Board consider a term of 5 or 10 years.

Director Kubash confirmed that the Township maintenance supervisor will no longer be providing the Library building with lawn care, snow removal, and/or other basic maintenance services so those services will need to be contracted out. Director Kubash said she had not met formally to discuss any of these arrangements with the School staff, although informal talks have taken place where a 50/50 cost split between Library and School was mentioned. She confirmed that the Library has been paying all of the janitorial and other associated costs for the two public restrooms, as almost all restroom use is by Library patrons.

Director Kubash confirmed the Board did not need to immediately decide about this agreement but could wait to discuss it again at the September regular meeting.

On a motion by Trustee VanSweden and seconded by Trustee Donovan, the Board approved Trustee Calvaruso reaching out to the School Superintendent for an introductory conversation and Director Kubash forwarding the agreement to the Library's attorney for an initial overview.

**Other Business:** No other business.

The meeting was adjourned at 7:38 p.m.