

Comstock Township Library
Board of Trustees Meeting Minutes
November 14, 2022

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

Absent: Joe Calvaruso

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 7:00 p.m.

Public Comment: There was no public comment.

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

Minutes: On a motion from Trustee Donovan and seconded by Trustee Sidney, the Board approved the minutes of the October 10, 2022 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 October 2022 checks and payments totaling \$84,331.57.

Unfinished Business: There was no unfinished business.

Committee Reports: There were no committee reports.

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

New Business:

2023 Library calendar – Director Kubash presented the proposed 2023 Library calendar. The Board discussed how to handle the Christmas and New Year's Eve holidays as they both fall on Sunday. After discussion, it was decided to observe the holidays on the preceding Saturdays, closing the library on both days. On a motion from Trustee Clark and seconded by Trustee Sidney, the 2023 Library calendar was adopted as amended.

Service Policy Updates

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

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

Confidentiality of Library Patron Records – On a motion from Trustee Clark and seconded by Trustee Sidney, the Board approved the Confidentiality of Library Patron Records policy update as presented.

Strategic Plan proposal second look – Amanda Standerfer, Lead Consultant with Fast Forward Libraries, is scheduled to give a Zoom presentation at the December 12 Board meeting. She will provide a brief overview of the Strategic Plan Proposal and answer questions. President Jameson noted that she will not be able to attend the December meeting. Director Kubash will see if it is possible to record Amanda's presentation for later viewing.

Other Business: There was no other business.

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