

Comstock Township Library
Board of Trustees Meeting Minutes
June 13, 2022

Board Members Present: Joe Calvaruso, Andrea Clark, Shari Donovan, Karen Jameson

Absent: Dorothy Hatfield, Felicia Sidney

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 7:10 p.m.

Public Comment: There was no public comment.

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

Minutes: On a motion from Trustee Donovan and seconded by Trustee Clark, the board approved the minutes of the May 9, 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 Calvaruso, the board approved the May 2022 checks and payments totaling \$53,155.78.

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:

Display furniture – Director Kubash presented two display units intended for the adult area of the library. She noted that she had contacted the manufacturer directly for a quote but did not receive a response. Only one of the units was available through an alternate supplier, Demco, and came in at a higher price than the quote provided in the board packet. After discussion, Director Kubash said she would also contact Library Design to see if they could provide pricing. On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the board approved the purchase of the display units from the least expensive source.

Drinking fountains – On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the board approved the replacement of two drinking fountains and the staff toilet.

Server room update – The board discussed working with the library's IT company to relocate the computer server room from its current location to a more well-suited room in the basement. Director Kubash noted she was fairly certain the funds for this project could come out of the general operating budget for this year. If for some reason, they cannot, she will present the board with a fund reserve transfer later in the budget year to cover the cost. On a motion from Trustee Calvaruso and seconded by Trustee Clark, the board approved up to \$25,000 to be spent on relocating and updating the server room.

Other Business:

Trustee Jameson noted that the board would form a Wage & Salary Committee at the July board meeting.

The meeting was adjourned at 7:36 p.m.