

Comstock Township Library
Board of Trustees Meeting Minutes
January 9, 2023

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

Absent: none

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 7:01 p.m.

Public Comment: There was no public comment.

Approval/Amendment of the Agenda: On a motion from Trustee Donovan and seconded by Trustee Sidney, 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 December 12, 2022 regular meeting.

Treasurer's Report: The treasurer's report was reviewed, discussed, and filed. Director Kubash noted that the revenues amount listed on the report was not the final figure for 2022.

Bills: Director Kubash noted that the bills reflect only one payroll from December 2022. On a motion from Trustee Donovan and seconded by Trustee Clark, the Board approved the December 2022 checks and payments totaling \$32,320.82.

Unfinished Business:

Strategic Planning update – Director Kubash said that she had reached out to the Midwest Collaborative for Library Services to inquire about their strategic planning services. The contact there will be providing a quote of their related services and pricing, which should be available for review at the February Library Board meeting.

Committee Reports: There were no committee reports.

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

New Business:

Shared Leave Personnel Policy addition – On a motion from Trustee Calvaruso and seconded by Trustee Sidney, the board adopted the Shared Leave Personnel Policy addition as presented.

Building update – Given that the Township will be vacating their current space in the shared building in the next 6-8 months, Director Kubash stated that she would like to discuss the future of the building with the Library Board. After discussion, the Board agreed that they are not interested in purchasing the Township's current side of the shared building, given that there is no obvious use that the Library would have for it. If an offer were made to give the Township side of the building to the Library for free, the Library Board would consider the offer.

Other Business: There was no other business.

The meeting was adjourned at 7:34 p.m.