

Comstock Township Library
Board of Trustees Meeting Minutes
February 13, 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 7:03 p.m.

Public Comment: There was no public comment.

Approval/Amendment of the Agenda: On a motion from Trustee Sidney and seconded by Trustee Calvaruso, 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 January 9, 2023 regular meeting.

Treasurer's Report: The treasurer's report was reviewed, discussed, and filed. Director Kubash noted that the Health Savings Account deposits had been made for the year.

Bills: Trustee Donovan asked how often elevator maintenance was performed. Director Kubash responded that general maintenance was done quarterly, with the cost split between the Library and Township. On a motion from Trustee Sidney and seconded by Trustee Calvaruso, the Board approved the January 2023 checks and payments totaling \$54,619.48.

Unfinished Business:

Strategic Planning – The Board discussed the strategic planning proposals as well as to what the library would gain from going through the process, including that it would allow for community input. On a motion from Trustee VanSweden and seconded by Trustee Calvaruso, the Board approved moving forward with Fast Forward Libraries on a strategic planning process. Director Kubash said she would reach out to them to determine next steps in getting started.

Committee Reports: There were no committee reports.

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

New Business:

Website refresh – Director Kubash explained that the current library website will require an upgrade this year as it is built on an outdated platform. She explained that the library would be able to customize the website and its functions more if we switched to a different website company. On a motion from Trustee VanSweden and seconded by Trustee Donovan, the Board approved moving forward with Pixelvine on a new library website design along with hosting and support.

Director evaluation – Director Kubash passed out evaluation forms to the Trustees. President Jameson noted completed forms should be returned to her and she will collate all the forms into one. The director evaluation will then take place at the March Board meeting.

Annual Report 2022 – The Board reviewed the 2022 report summary.

Other Business:

ALA conference dates – The ALA conference will take place in Chicago June 22-27 if any Trustees are interested in attending. Director Kubash noted that 1-day passes as well as exhibit hall only passes are available.

The meeting was adjourned at 7:28 p.m.