

Comstock Township Library
Board of Trustees Meeting Minutes
January 8, 2024

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

Absent: none

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: 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 Clark, the Board approved the minutes of the December 11, 2023 regular meeting.

Treasurer's Report: The Treasurer's Report was reviewed, discussed, and filed. Director Kubash noted that this report did not reflect all of the 2023 charges as a few bills were still set to be paid out of the 2023 budget.

Bills: On a motion from Trustee Donovan and seconded by Trustee Clark, the Board approved the December checks and payments totaling \$62,127.18.

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. There was discussion on the recent patron ban that happened. Director Kubash noted the patrons would be allowed back in the library later in the week but that if they did not adhere to the *Code of Conduct Policy*, they would risk being banned again for a longer time period.

New Business:

Strategic Purpose – Activity Plan – The Board reviewed their portion of the activity plan. This document will be reviewed at each meeting going forward as ideas for Board development and training are incorporated.

Director evaluation form – Director Kubash distributed self-address stamped envelopes to Trustees so their completed evaluation forms can be sent directly to President Jameson. She also noted that the forms could be returned to President Jameson at the February regular meeting.

Library Board candidates for November 2024 election – Director Kubash reviewed the deadline for those interested in running for a seat on the Library Board.

Other Business: Director Kubash asked the Board if they wished to continue with having a Long-Range Planning Committee as they have had in the past for major projects. After discussion, the Board decided that having just completed the strategic planning process, those items on the activity plan would take priority and Director Kubash would bring those items to the Board as they are being worked on.

The meeting was adjourned at 7:19 p.m.