

Comstock Township Library  
Board of Trustees Meeting Minutes  
November 18, 2024

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

**Absent:** None

**Staff:** Library Director Emily Kubash

**Audience:** None

**Call to Order:** The meeting was called to order by President Jameson at 7:00 p.m.

**Public Comment:** No public comment

**Approval/Amendment of the Agenda:** On a motion from Trustee Calvaruso and seconded by Trustee Sidney, the Board approved the agenda as presented.

**Minutes:** On a motion from Trustee Donovan and seconded by Trustee Clark, the Board approved the minutes of the October 14, 2024 regular meeting.

**Treasurer's Report:** The Treasurer's Report was reviewed, discussed, and filed.

**Bills:** Director Kubash noted the monthly payment total was a bit higher than usual due to October being a three-payroll month and the library paying for the automation system bill. On a motion from Trustee Sidney and seconded by Trustee Donovan, the Board approved the October checks and payments totaling \$109,305.76.

**Unfinished Business:** The Board reviewed their portion of the activity plan. Director Kubash indicated that Head of Adult Services Beth was scheduled to attend the December Board meeting to discuss her experience with the Michigan Library Association's Leadership Academy training program. In addition, Local History Librarian Dan was scheduled to attend the January Board meeting to talk about the Local History Room and its collections.

**Committee Reports:** No committee reports

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

## **New Business:**

*2025 Library Calendar* – The Board reviewed the draft 2025 Library calendar. Due to a conflict with Director Kubash’s schedule, the Board agreed to cancel the February 2025 regular meeting. The Board also chose to close the Library July 4-5, 2025 for the Independence Day holiday. On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the Board approved the 2025 Library Calendar as amended.

*Service policy updates: Library Card and Checkout, Renewal, & Replacement* – On a motion from Trustee Clark and seconded by Trustee VanSweden, the Board approved the service policy updates as presented.

*Membership in the Michigan Digital Preservation Network* – Director Kubash explained the benefits of the Library joining the Michigan Digital Preservation Network, which include providing enhanced back-up for long-term preservation of our digitized materials. On a motion from Trustee Donovan and seconded by Trustee Sidney, the Board approved joining the Michigan Digital Preservation Network.

*Digital sign update proposal* – The Board reviewed the proposed design and quote for updated outdoor signage. Director Kubash explained that the cost for the project would be split evenly with the Schools and that the designs had been reviewed and approved by the Schools. On a motion from Trustee Calvaruso and seconded by Trustee VanSweden, the Board approved a fund balance transfer of \$25,000 to cover the cost of the digital and outdoor signage updates.

*Draft agreement between Comstock Charter Township and Comstock Township Library Board* – Director Kubash said that Township Superintendent Hess had discussed with her the “Condo Agreement” set to be enacted between the Township and the Schools. As put forth in that agreement, the co-owners of the building will be the Township and the Schools, the Association Board of Directors will be the Township and School, and the Association budget for any Common Area maintenance and repairs would be paid as needed with contract payments being split 50/50.

Director Kubash also shared that the Library’s attorney had reviewed the draft “Agreement Regarding Use and Maintenance of Old Township Hall” and did not indicate any strong concerns about it. A copy of this draft Agreement, proposed to be between the Township and the Library Board, was included in the August and September 2024 Library Board packets and revisited at the October 2024 regular meeting. Director Kubash provided an additional copy of the Agreement to all Trustees for their immediate review.

Discussion ensued. Trustee Calvaruso expressed concern about section 11. Term of Agreement, noting that it would make sense for the term to be longer than one year and that the

Agreement should renew after that term and not annually as it currently states. Director Kubash noted that she and Township Superintendent Hess had discussed making the following changes to this section: *The initial term of this Agreement shall be twenty (20) years. This Agreement shall automatically renew unless terminated in writing by the parties.* The Board decided that if these changes were made, the Agreement would be acceptable. Director Kubash confirmed that she would reach out to Township Superintendent Hess with those proposed updates.

On a motion from Trustee Sidney and seconded by Trustee VanSweden, the Board approved signing the “Agreement Regarding Use and Maintenance of Old Township Hall” between Comstock Charter Township and the Comstock Township Library Board as amended, with a 20-year Agreement term and an automatic renewal of the Agreement after the initial term has been completed.

**Other Business:** No other business

The meeting was adjourned at 7:39 p.m.