

Comstock Township Library
Board of Trustees Meeting Minutes
December 9, 2024

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

Absent: None

Staff: Library Director Emily Kubash, Head of Adult Services Beth Dowson

Audience: None

Call to Order: The meeting was called to order by President Jameson at 7:03 p.m.

Public Comment: No public comment

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

Minutes: On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the Board approved the minutes of the November 18, 2024 regular meeting.

Treasurer's Report: The Treasurer's Report was reviewed, discussed, and filed. Director Kubash suggested to pay the down payment for the digital sign from 2024 operating funds and the Board agreed this would be acceptable.

Bills: On a motion from Trustee Calvaruso and seconded by Trustee Sidney, the Board approved the November checks and payments totaling \$65,088.39

Unfinished Business: The Board reviewed their portion of the activity plan. Director Kubash noted that going forward she will include the activity plan in the packet quarterly, or when new items are added.

Committee Reports: No committee reports

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

New Business:

Presentation by Head of Adult Services – Staff member Beth Dowson gave an overview of the Leadership Academy training program she recently completed through the Michigan Library Association. Topics covered included an Emotional Intelligence and DiSC Assessment, library

advocacy, change management, coaching for success, library law and finance, and time and stress management.

Election of Board Officers – The Trustees thanked Trustee Jameson for her dedication to the Library and for having served as Board President for 20 years. On a motion by Trustee Jameson and seconded by Trustee Calvaruso, the Board selected Shari Donovan as President. On a motion by Trustee Donovan and seconded by Trustee VanSweden, the Board selected Joe Calvaruso as Vice President. On a motion by Trustee Donovan and seconded by Trustee Sidney, the Board selected Karen Jameson as Secretary/Treasurer.

Therefore, Library Board Officers for November 20, 2024 – November 20, 2028 will be as follows:

President: Shari Donovan

Vice President: Joe Calvaruso

Secretary/Treasurer: Karen Jameson

Trustee: Andrea Clark

Trustee: Felicia Sidney

Trustee: Jim VanSweden

Other Business: No other business

The meeting was adjourned at 7:22 p.m.