

Comstock Township Library
Board of Trustees Meeting Minutes
February 12, 2024

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

Absent: Felicia Sidney

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 Donovan and seconded by Trustee Calvaruso, the agenda was adopted as presented.

Minutes: On a motion from Trustee Clark and seconded by Trustee VanSweden, the Board approved the minutes of the January 8, 2024 regular meeting.

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

Bills: On a motion from Trustee Calvaruso and seconded by Trustee Donovan, the Board approved the January checks and payments totaling \$74,027.63.

Unfinished Business: The Board reviewed their portion of the activity plan. President Jameson said she would be pleased to have regular presentations by library staff members at future meetings. Director Kubash said she planned to have the first one scheduled later this year and then at regular intervals going forward. Director Kubash also confirmed that she will provide the Board with a list of upcoming library conferences at the start of each year.

Committee Reports: No committee reports.

Director's Report: The Director's Report was reviewed, discussed, and filed. Director Kubash confirmed she's working to schedule a community shred event for a Saturday in September, as the dates generally need to be booked at least 6 months in advance.

New Business:

2023 Annual Report – The Board reviewed the Library statistics and highlights from the previous year as noted in the report.

Review Staff & Board Development policy – Director Kubash reviewed the expenses covered when a staff member or Board Trustee attends a library conference.

2024 library conferences – The Board reviewed a list of upcoming national and state library conferences to consider attending.

November 2024 election – Director Kubash provided the information required for a name to be added to the November ballot for the Library Board election.

April Board meeting date change – The Board agreed to change the date of the April Board meeting to April 15, 2024. Director Kubash will update the Board Calendar and send out a reminder to the Trustees in early April.

Director evaluation – The Board conducted the Library Director’s annual evaluation. Director Kubash noted that next year she could provide the Board with a self-evaluation form before they fill out their forms; the Trustees agreed this would be a worthwhile addition to the process.

Other Business: No other business.

The meeting was adjourned at 7:29 p.m.