

Comstock Township Library
Board of Trustees Meeting Minutes
April 15, 2024

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

Absent: Felicia Sidney, Jim VanSweden

Staff: Library Director Emily Kubash

Audience: none

Call to Order: The meeting was called to order by President Jameson at 7:01 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 Donovan, the Board approved the minutes of the March 11, 2024 regular meeting.

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

Bills: On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the Board approved the March checks and payments totaling \$68,695.13.

Unfinished Business: The Board reviewed their portion of the activity plan. Director Kubash noted that a couple staff members were planning to attend the June Board meeting to speak briefly about this year's summer reading program. President Jameson mentioned it would be helpful for the Board to have a list of staff names and job duties. Director Kubash confirmed she could provide a staff list at next month's meeting.

Committee Reports: No committee reports.

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

New Business:

Staff and service desk computer station updates – On a motion from Trustee Calvaruso and seconded by Trustee Clark, the Board approved moving \$21,000 from fund balance to cover the cost of the computer updates.

Naloxone box – The Board discussed adding a distribution box for Naloxone to the outside of the building. The box and all supplies would be provided by the COPE Network of Kalamazoo; library staff would be responsible for refilling the box and requesting supplies from COPE when needed. The Board was amenable to offering the Naloxone box, with an idea to add it to the area near the bike rack or on the side of the building near the book return.

Outreach Librarian position update – Director Kubash gave an update on the status of the Outreach Librarian position.

Other Business: Trustee Clark shared that she will not be able to attend the May and June Library Board meetings due to outside obligations.

The meeting was adjourned at 7:26 p.m.