

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

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

Absent: Karen Jameson

Staff: Library Director Emily Kubash

Audience: none

Call to Order: The meeting was called to order by Vice President Calvaruso at 7:04 p.m.

Public Comment: No public comment.

Approval/Amendment of the Agenda: Director Kubash requested to add the item Conference Update to Other Business. On a motion from Trustee Donovan and seconded by Trustee Sidney, the agenda was adopted as amended.

Minutes: On a motion from Trustee Clark and seconded by Trustee Donovan, the Board approved the minutes of the June 10, 2024 regular meeting.

Treasurer's Report: The Treasurer's Report was reviewed, discussed, and filed. The library's portion of the 2023 Township audit was reviewed. Director Kubash confirmed the library has started to include a Z-report with the monthly cash deposit as advised by the auditors.

Bills: On a motion from Trustee Clark and seconded by Trustee Sidney, the Board approved the June checks and payments totaling \$48,849.22.

Unfinished Business: The Board reviewed their portion of the activity plan.

Committee Reports: No committee reports.

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

New Business:

2023 Budget Report – The Board reviewed the 2023 budget report.

Proctoring Exams service policy update – On a motion from Trustee Donovan and seconded by Trustee Sidney, the Board approved the Proctoring Exams service policy update as presented.

Other Business:

Conference update – Vice President Calvaruso gave an overview of the ALA conference he recently attended. VP Calvaruso noted there was a large presence from Amazon and that they were inquiring as to how they can better support libraries. Virtual Reality companies and RP programming were one of the biggest draws in the exhibit hall. Other trends noted include updating the look of library furniture and interiors and digitization of library records. Something new offered at this conference were live podcasting booths for authors to broadcast live from the conference.

Trustee Sidney and Trustee Clark mentioned interest in attending the Michigan Library Association conference in October of this year. Director Kubash said she'd let the trustees know when conference registration opens and would add the MLA conference to August's meeting agenda to discuss in more detail.

Trustee Donovan said the Comstock Community Center had asked if the library could offer beginning computer classes. Director Kubash responded the library does offer one-on-one hour-long training sessions for patrons and that anyone interested in scheduling a session should talk to the Adult Reference desk.

The meeting was adjourned at 7:38 p.m.