

Comstock Township Library
Board of Trustees Meeting Minutes
September 9, 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 Donovan, the agenda was adopted as presented.

Minutes: On a motion from Trustee Donovan and seconded by Trustee Calvaruso, the Board approved the minutes of the August 12, 2024 regular meeting.

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

Bills: On a motion from Trustee Clark and seconded by Trustee Sidney, the Board approved the August checks and payments totaling \$68,666.66.

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

Committee Reports: Trustee Sidney reported on the compensation recommendations of the Salary and Wage committee. The committee supported a minimum wage increase to match the upcoming state requirements, an increase in hours for two staff positions, adding a season page position, and an overall 4% staff pay increase in 2025.

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

New Business:

2025 salary and wage scales

2025 salary and wage increases – On a motion from Trustee Calvaruso and seconded by Trustee Clark, the Board approved the salary and wage scales as presented and a 4% staff pay increase for 2025.

2025 Library budget draft – The Board reviewed the draft budget for 2025 with final approval of it to come at the October regular meeting.

Second Look at Draft Agreement between Comstock Charter Township and Comstock Township Library Board – Director Kubash shared that, per the Township Superintendent, the condo agreement that will be between the Township and the Schools as part of the building purchase states that common area costs are to be split 50/50. The agreement between the Township and Library will further define that the Library will pay for the 50% not paid by the School. The Library's attorney is currently reviewing the draft agreement. The updated agreement will be presented again at the October regular meeting for the Board to consider signing.

Other Business: No other business.

The meeting was adjourned at 7:20 p.m.