

Comstock Township Library
Board of Trustees Meeting Minutes
October 13, 2025

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

Absent: Andrea Clark

Staff: Library Director Emily Kubash

Audience: One member of the public was present.

Call to Order: The meeting was called to order by Trustee Donovan at 7:00 p.m.

Public Comment: One member of the public spoke.

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

Minutes: On a motion from Trustee Sidney and seconded by Trustee Calvaruso, the Board unanimously approved the minutes of the September 8, 2025 regular meeting.

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

Bills: On a motion from Trustee Jameson and seconded by Trustee Calvaruso, the Board unanimously approved the September checks and payments totaling \$130,819.81.

Unfinished Business: Director Kubash shared the Board's portion of the CTL Activity Plan with a few updated items.

Committee Reports: No committee reports.

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

New Business:

Salary & Wage Scales 2026 – On a motion from Trustee Jameson and seconded by Trustee Sidney, the Board unanimously approved the 2026 Salary & Wage scales as presented.

2026 Library Budget – On a motion from Trustee Jameson and seconded by Trustee Sidney, the Board unanimously approved the 2026 budget as presented.

Social Media personnel policy update – On a motion from Trustee Calvaruso and seconded by Trustee VanSweden, the Board unanimously approved the Social Media personnel policy as presented.

Library Card service policy update – On a motion from Trustee Sidney and seconded by Trustee Calvaruso, the Board approved the Library Card service policy as presented.

Director Review form distribution – Director Kubash passed out the director review forms to be completed by each Trustee and returned to Trustee Donovan. The Director’s review will be scheduled for the November 10th regular meeting, with the December 8th regular meeting as the backup date.

Other Business: No other business.

The meeting was adjourned at 7:31 p.m.