

Comstock Township Library
Board of Trustees Meeting Minutes
November 10, 2025

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

Absent: none

Staff: Library Director Emily Kubash, Librarian Jennifer Innes

Audience: No members of the public were present.

Call to Order: The meeting was called to order by Trustee Donovan at 7:01 p.m.

Public Comment: No members of the public spoke.

Approval/Amendment of the Agenda: Trustee Donovan asked that the Director's annual review be struck from the November meeting agenda and moved to the December regular meeting agenda. On a motion from Trustee Calvaruso and seconded by Trustee Sidney, the Board unanimously approved the agenda as amended.

Minutes: On a motion from Trustee Jameson and seconded by Trustee VanSweden, the Board unanimously approved the minutes of the October 13, 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 October checks and payments totaling \$122,891.50.

Unfinished Business: No unfinished business.

Committee Reports: No committee reports.

Director's Report: Director Kubash updated the Board on several recent staff resignations and new hires. The director's report was reviewed, discussed, and filed.

New Business:

Staff Presentation: material collections audit – Librarian Jennifer provided an overview of the diversity audit she recently completed for the adult book collection. Trustee Calvaruso inquired as to any benchmark metrics on which the results could be compared against. Director Kubash noted she and Librarian Jennifer would look into what's available and report back.

2026 Library calendar – On a motion from Trustee Jameson and seconded by Trustee Clark, the Board approved the 2026 Library calendar as presented.

Other Business: The Board indicated interest in Director Kubash developing a paid parental leave draft policy to be presented at a future meeting.

The meeting was adjourned at 7:24 p.m.