

Comstock Township Library
Board of Trustees Meeting Minutes
December 8, 2025

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

Absent: Karen Jameson

Staff: Library Director Emily Kubash, Librarian Adrienne Schinkai

Audience: No members of the public were present.

Call to Order: The meeting was called to order by Trustee Donovan at 7:02 p.m.

Public Comment: No members of the public spoke.

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

Minutes: On a motion from Trustee Calvaruso and seconded by Trustee VanSweden, the Board unanimously approved the minutes of the November 10, 2025 regular meeting.

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

Bills: Director Kubash provided an updated Bills Report that reflected both November payrolls. On a motion from Trustee Calvaruso and seconded by Trustee Sidney, the Board unanimously approved the November checks and payments totaling \$61,561.92.

Unfinished Business: No unfinished business.

Committee Reports: No committee reports.

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

New Business:

Seed Library presentation – Librarian Adrienne provided an overview of the Seed Library. The first year was a big success with 632 packets of seeds given out in 2025. All leftover seeds are now in storage with plans to reopen the Seed Library in Spring 2026. Comstock Library now shows up as one of the first links in a “seed library near me” Google search.

Paid Parental Leave policy draft – the Board reviewed the first draft of the policy with no changes. Director Kubash will submit the draft for legal review.

Public Library Association Conference 2026 – On a motion from Trustee VanSweden and seconded by Trustee Sidney, the Board unanimously approved Director Kubash to attend the 2026 conference.

Director annual review – On a motion from Trustee Calvaruso and seconded by Trustee Sidney, the Board unanimously approved Director Kubash’s request for the Board to go into closed session for the purpose of her annual personnel evaluation.

On a motion from Trustee Calvaruso and seconded by Trustee Clark, the Board unanimously voted to exit closed session.

The Board thanked Director Kubash for another successful year at the Library. On a motion from Trustee Clark and seconded by Trustee Sidney, the Board unanimously approved a one-time additional \$5,000 payment to Director Kubash and granted her an additional five days of vacation time to be applied in January 2026.

Other Business: No other business.

The meeting was adjourned at 7:50 p.m.