

Comstock Township Library
Board of Trustees Meeting Minutes
August 11, 2025

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

Absent: Karen Jameson

Staff: Library Director Emily Kubash

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: None

Approval/Amendment of the Agenda: On a motion from Trustee Calvaruso and seconded by Trustee Sidney, 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 July 14, 2025 regular meeting.

Treasurer's Report: The treasurer's report was reviewed, discussed, and filed. Director Kubash noted Finance Director Padgett had provided additional information regarding the Local Community Stabilization Share revenue source.

Bills: On a motion from Trustee Sidney and seconded by Trustee Clark, the Board unanimously approved the July checks and payments totaling \$82,342.07.

Unfinished Business: No unfinished business.

Committee Reports: No committee reports.

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

New Business:

Fund balance transfer – On a motion from Trustee Calvaruso and seconded by Trustee Sidney, the Board unanimously approved a fund balance transfer of \$140,000 to cover the costs of the upcoming roof and skylight replacement.

Director review draft staff questions – The Board found the proposed staff questions acceptable to include as part of the director review process. After discussion, the Board proposed November as the best month to schedule the director’s review. Director Kubash confirmed the review forms would be distributed to the Trustees at the October meeting.

Trustee Calvaruso inquired as to whether the staff reviews were used as a basis for salary or wage increases. Director Kubash noted that this had not been done in the recent past and that the pay increases were generally based on any cost of living increases, with an occasional 1-2% increase beyond cost of living.

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

Other Business: No other business.

The meeting was adjourned at 7:23 p.m.