

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

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

Absent: none

Staff: Library Director Emily Kubash, Head of Adult Services Beth Dowson, Head of Youth Services Traci Scarbrough

Audience: No members of the public were present.

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

Public Comment: None

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 Calvaruso and seconded by Trustee Sidney, the Board unanimously approved the minutes of the August 11, 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 Sidney, the Board unanimously approved the August checks and payments totaling \$100,745.06

Unfinished Business: No unfinished business.

Committee Reports:

Salary & Wage – the committee members gave their recommendations for the 2026 budget year including a 3.5% raise for staff, an increase in minimum wage (as required by law), and increased hours for several staff members. Director Kubash noted these changes had been incorporated into the draft budget to be reviewed later in the meeting.

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

New Business:

Summer Reading Program recap – Head of Adult Services Beth Dowson and Head of Youth Services Traci gave a recap of this year’s very successful Summer Reading Program. Highlights included 592 SRP participants and over 400 youth prize books distributed to kids and teens in the community.

Draft 2026 budget – The Board reviewed the draft budget. Director Kubash noted it would be presented for final approval at the October regular meeting. Trustee Calvaruso requested a note be added indicating the amount of money designated from fund balance to cover the cost of the skylight replacement.

Delivery system for director review form – After brief discussion the Board chose to go forward with using paper forms for the director review. Forms will be distributed to Trustees at the October meeting and returned via mail to Trustee Donovan for consolidation before the director’s review takes place at the November regular meeting.

Other Business: No other business.

The meeting was adjourned at 7:40 p.m.