

MEETING MINUTES  
Harrison Township Public Library Board of Trustees  
Monday, 15 July 2024 6:30 pm  
In the Harrison Township Administration Conference Room

1. **Meeting called to order** – Blake Hurley at 6:32 pm.
2. **Trustees Present** –Blake Hurley, Diane Nelson, Dianne Marvaso, Linda Pillow and Carole Wolf. Nick Mordowanec, excused.  
**Also, in attendance**- Melissa Goins, Director and Beverly Ortman, Friends of the Library
3. **Public Comment**- None
4. **Approval of the Agenda** –
  - A. \* Motion made and seconded to approve the agenda for 15 July 2024. Motion carried.
5. **Approval of the Minutes from 17 June 2024** -
  - A. \*Motion made and seconded to approve the minutes from 17 June 2024. Motion carried.
6. **Friends Report** -
  - A. "Touch A Truck" was a huge success as were the pony rides which were provided by the Friends.
  - B. Jen Iannuzzi from Parks and Recreation will be presenting at the Friends of the Library meeting on 17 July 2024.
  - C. The Friends of the Library will be having events that members can meet up and create friendships such as Pickel Ball Day, Walk at the Beach, Music Fridays in Mt. Clemens, Music at St. Clair Metro Park, Movie Day, etc.
  - D. The next concert at Waterfront Park is 25 July 2024. Lori's Lick 'em Up Fundraiser is 20 August 2024. The next Meet and Greet is 25 September 2024 at Octopus Beer Garden.
7. **Treasurer's Report** –
  - A. Review of Financial Statement for the period ending 30 June 2024. Expenses are in line with the anticipated budget spending at this time of year.
  - B. \*Review of Expense Report. Reviewed Expense Report for June 2024/July 2024, with the expenditures totaling \$11,926.88. Motion made and seconded to approve the June 2024/July 2024 Expense Report in the amount of \$11,926.88. Motion carried.
  - C. \*Motion made and seconded to approve moving \$50,000.00 from Michigan Class (271-000.000-003.003) to Savings Account (271-000.000.002-000). Motion carried.

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**8. Committee Reports -**

- A. *Bylaws & Policy Update Committee-*
  - 1. \*Motion made and seconded to approve policy **Loan, Renewal, & Fine Policy CIRC-02**. Motion carried.
  - 2. \*Motion made and seconded to approve the policy **Remote Work Policy WORK-10** as revised. Motion carried.
  - 3. \*Motion made and seconded to approve policy **Social Media Policy INF-05** as revised. Motion carried.
- B. *Future Planning Committee* – The next committee meeting is 24 July 2024 at 5:00 pm in the administration building.
- C. *Finance Committee* –
  - 1. Michigan Class and Huntington investments were reviewed. There was conversation about “laddering” future investments in order to secure maximum interest earning potential.
  - 2. There was also conversation about acquiring a credit card for the library for program purchases.

**9. Director’s Report –**

- A. Melissa Goins reported on June 2024 usage and statistics, and patron traffic.
- B. Library Happenings – See Appendix.
- C. Melissa shared Harrison Township Public Library Revenue and Expenditures for 2023. The 2022/2023 Annual Report/State Application and Michigan State Aid Statistic Reports for 2023 were also provided.
- D. 3-6-12 Month goals were reviewed and adjusted. 6- and 12-month goals were adjusted to reflect solid plans for study rooms, credit card payment machines and migration to Polaris cataloging.

**10. Unfinished Business –**

- A. None

**11. New Business –**

- A. Review of the 2025 budget draft – The preliminary budget for 2025 was shared with the board. Discussion ensued on how to use the 2025 budget to best meet the needs of patrons. The draft will be finalized and presented at the 19 August 2024 meeting.

**12. Board Comment –**

- A. There was conversation regarding finding solutions to digitizing documents to free up space for future building and programming.

**13. Adjournment**

- A. The meeting adjourned at 8:26 pm.

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**Next Meeting –**

- A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 19 August 2024 at 6:30 pm** in the Harrison Township Board Room.

**APPENDIX**  
**Director's Report and Library Happenings**

Usage statistics for June

- June is typically a great month and that is the case again.
- We had 600 more visiting in-person traffic through library doors and almost 1500 more visits to our website over May.
- The library had 953 guests to library events and programs in June.
- Free Covid-19 home test kits from MDHHS are still available for distribution; over 2100 already distributed; the library will continue as a distribution site while tests are available.
- The Touch-a-Truck became so large, it was moved to the L'Anse Creuse High School parking lot; food trucks will be in attendance.
- Butterfly eggs have arrived and the library will once again host a monarch habitat in the library. All butterflies will be released back into our community.
- Over the last rainfall, a leak was discovered in the library near the library work stations. The water department has made the necessary patch work in the meantime.
- The Book Nook at Lake St. Clair Metropark has undergone much-needed repairs and is now back in service in the play area. Other Book Nooks in the township are still in need of repairs.
- The library attended the Outdoor Expo at Jimmy Johns Field on June 26 to spread the word about the Michigan Activity Pass and resources for outdoor fun from the library.
- Melissa has signed up for a 6-week workshop on public speaking that begins next week.
- Many staff recently attended workshops on Understanding PTSD and another on Understanding Autism in order to better serve our public.
- The library has established an account with Square and accepted credit card payments at the Touch-a-Truck event. Credit card payments in the library will be available soon and we're working to set it up globally for all library transactions.
- The summer newsletter went out to all HT residents and businesses the first week in June and the library experienced a surge of activity as a result. There were over 100 new library cards issued in June!
- At peak there were 129 people at the Summer Reading Kick-off. Not bad for such a hot day (92°)!
- The Summer Reading Kick-off was a huge success! A big thank you goes out to Macomb County Clerk Tony Forlini for donating hotdogs, buns, and his time grilling for us. Also, a big thanks to the Friends of HTPL and the HTPL staff for all

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they're contributions to a great event! It was all hands-on deck and went very well.

- Part-time adult librarian is on maternity leave.

**Minutes submitted by** Diane Nelson, Secretary

\*- denotes voting item