

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 19 August 2024 6:30 pm
In the Harrison Township Board Room

1. **Meeting called to order** – Blake Hurley at 6:32 pm.
2. **Trustees Present** –Blake Hurley, Diane Nelson, Dianne Marvaso, Linda Pillow, Nick Mordowanec and Carole Wolf.
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 as amended for 19 August 2024. Motion carried.
5. **Approval of the Minutes from 15 July 2024** -
 - A. *Motion made and seconded to approve the minutes from 15 July 2024. Motion carried.
6. **Friends Report** -
 - A. The Ukulele concert on 17 August 2024 brought in generous donations for the Friends of the Library.
 - B. The concert at Waterfront Park on 22 August 2024 will be selling pizza for \$2.00 per slice as well as other concessions.
 - C. The donation canister campaign will be reevaluated as donations have not been as hoped.
 - D. The "Touch-A-Truck" event distributed water for free which was much appreciated on such a hot summer day. Email addresses were also acquired to help promote Friends of the Library events.
 - E. Lori's Lick 'em Up fundraiser is 20 August 2024 from 3:00-7:00.
 - F. The Friends of the Library will be having events where members can meet up and create friendships. These events may include Waterfront Park Concerts, Pickel Ball Day, Walk at the Beach, Yoga at the Beach, Music Fridays in Mt. Clemens, Music at St. Clair Metro Park, Movie Day, etc.
 - G. The next meeting for 16 October 2024 at 6:30 PM. This will be the nominating meeting.
 - H. The BINGO fundraiser is set for 17 October 2024.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 31 July 2024. Expenses are in line with the anticipated budget spending at this time of year.
 - B. *Reviewed Expense Report for July 2024/August 2024, with the expenditures totaling \$20,008.77. Motion made and seconded to

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approve the July 2024/August 2024 Expense Report in the amount of \$20,008.77. 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.

8. Committee Reports -

A. *Bylaws & Policy Update Committee* - Did Not Meet

B. *Future Planning Committee* –

1. The committee met 24 July 2024. Seth Penchansky from Daniels and Zermack Architects presented preliminary plans for the future growth of the library. It would be best to have the architect produce a comprehensive plan to present to the Harrison Township board. This current plan will provide study spaces and storage as well as carpet replacement. The designs also incorporated additional space that will be completed in phases when approved.
2. *Motion made and seconded to approve \$3,000.00 for hourly work performed by Daniels and Zermack to formulate concrete site plans to present to the Harrison Township board. Motion carried.

C. *Finance Committee* –

1. Michigan Class and Huntington investments were reviewed.
2. *Motion made and seconded to adopt Rehmann's Independent Auditors' Report for the Charter Township of Harrison which includes Harrison Township Public Library as of 21 June 2024. Motion carried.
3. *Motion made and seconded for a one-time investment of no more than \$750,000.00 for up to one-year in Treasury bills that will be coming due 2024 September. Motion carried.

9. Director's Report –

A. Melissa Goins reported on July 2024 usage and statistics, and patron traffic.

B. Library Happenings – See Appendix.

*Motion made and seconded to approved not to exceed \$6,000.00 for new cabinetry for the children/teen area of the library, looking first for commercial cabinets that would fit the space, and if not possible, acquire custom cabinetry. Motion carried.

C. The 2023 Annual Report was shared with the Library Board. The informative and colorful 2023 Annual Report detailing library revenues and expenditures, services population, service hours and facilities, operating revenue per capita, comparing all this information with other Michigan Class IV Libraries. Portions of the report were recommended to be shared on our social media sites to highlight the

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many achievements of the library this past year. The 2023 Annual Report will also be shared with the Harrison Township board.

- D. The 2023 Year in Review statistics and data analysis was shared. The review compared statistical information from 2022 to 2023. Lastly Director Goins presented a list of many other services provided by the library in 2023. The entire report displayed a library that is a vital community resource that continues to meet the needs and goals of its community.
- E. The new minimum wage law that is coming in January 2025 was shared with the library board to make the board aware of potential wage adjustments and accrued sick time for the upcoming year.
- F. *Motion made and seconded to allow Harrison Township to add security cameras to the library's existing system and provide access when necessary. Motion carried.

10. Unfinished Business –

- A. Motion made and seconded to approve the 2025 draft budget as presented. Motion carried.

11. New Business – None

12. Board Comment - None

13. Adjournment

- A. The meeting adjourned at 8:29 pm.

Next Meeting –

- A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 16 September 2024 at 6:30 pm** in the Harrison Township Board Room.

APPENDIX
Director's Report and Library Happenings

Usage statistics for July

- July statistics typically increase over June as we are in the full swing of Summer Reading Programs. This year follows suit.
- Physical checkouts and digital checkouts are both up from June.
- Library programs were PHENOMENAL in July! We had 18 adult programs for 310 attendees and 34 youth programs attended by 983 guests. That's a total of 1,293 library attendees!

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- The library has experienced elevated traffic counts on Tuesdays as a result of the stellar children's programs taking place on Tuesdays. Hats off to the HTPL programming staff!!
- 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 library is working to launch two new databases – Transparent Language will replace Mango Languages and Comics Plus is a new type of database offering comics for all ages. Both are scheduled to launch in September.
- Butterfly habitats are going strong and we've released 12 healthy butterflies so far with many more eggs and caterpillars still transitioning.
- The roof leak above the librarian's work station reappeared and has been repaired again by the HT Water Dept. We're hoping it continues to hold.
- Summer Reading Programs have come to a close; final numbers are not yet in.
- The library was invited to have an information table at all local schools. More than 30 teen volunteers helped us assemble over 2500 packets of information for our local students.
- Our part-time Adult Librarian will return from maternity leave September 9th and we're looking forward to welcoming her back.
- One of our Youth Programming Associates has taken a full-time job elsewhere. She will reduce her hours as a result. The other Youth Programming Associate has agreed to shift into the additional hours.
- The youth team has requested additional shelving for the youth area.

Minutes submitted by Diane Nelson, Secretary

*- denotes voting item