

MEETING MINUTES  
Harrison Township Public Library Board of Trustees  
Monday, 16 September 2024 6:30 pm  
In the Harrison Township Board Room

1. **Meeting called to order** – Blake Hurley at 6:33 pm.
2. **Trustees Present** –Blake Hurley, Diane Nelson, Dianne Marvaso, Nick Mordowanec. Linda Pillow and Carole Wolf, excused.  
**Also, in attendance**- Melissa Goins, Director, Beverly Ortman, Friends of the Library and Brittany Ploep, Adult Librarian
3. **Public Comment**- None
4. **Approval of the Agenda** –
  - A. \* Motion made and seconded to approve the agenda for 16 September 2024. Motion carried.
5. **Approval of the Minutes from 19 August 2024** -
  - A. \*Motion made and seconded to approve the minutes from 19 August 2024. Motion carried.
6. **Friends Report** -
  - A. Lori's Lick 'em Up fundraiser generated 1,566.00 in donations for the Friends of the Library.
  - B. The BINGO fundraiser is set for 17 October 2024 at the Tucker Senior Center from 6:30-8:00 pm.
  - C. The next meeting is 16 October 2024 at 6:30 pm. This will be the nominating meeting.
7. **Treasurer's Report** –
  - A. Review of Financial Statement for the period ending 31 August 2024. Expenses are in line with the anticipated budget spending at this time of year.
  - B. \*Reviewed Expense Report for August 2024/September 2024, with the expenditures totaling \$10,819.31. Motion made and seconded to approve the August 2024/September 2024 Expense Report in the amount of \$10,819.31. Motion carried. Director Goins updated us on the process of monthly reporting for "Sweep Interest." We also discussed and agreed that newsletters should be mailed out three times a year to inform the community and promote library programming.
  - 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. This review updated mobile hot spot usage.
- B. *Future Planning Committee –*
  - 1. Director Goins shared an update from Mr. Verkest that Harrison Township is extremely excited to begin preliminary planning with Daniels and Zermack Architects in the renovation and expansion of the Harrison Township Public Library.
- C. *Finance Committee –*
  - 1. Michigan Class and Huntington investments were reviewed. At the present time, no investments require reinvesting.

**9. Director's Report –**

- A. Melissa Goins reported on August 2024 usage and statistics, and patron traffic.
- B. Library Happenings – See Appendix.

**10. Unfinished Business – None**

**11. New Business – None**

**12. Board Comment**

- A. The HTPL Board was introduced to our newest librarian Brittany Ploep, adult librarian. Questions presented were answered by the library board.

**13. Adjournment**

- A. The meeting adjourned at 7:27 pm.

**Next Meeting –**

- A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 21 October 2024 at 6:30 pm** in the Harrison Township Administration Conference Room.

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

Usage statistics for August

- As summer winds down we have seen a decrease in activity since July.
- Physical checkouts were down only marginally, but we conducted fewer programs and experienced less foot traffic in the library in August.

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- We grew our social media followers over the summer adding almost 75 new TikTok followers, fifty new Facebook followers, and 10 Instagram followers.
- Free Covid-19 home test kits from MDHHS are still available for distribution; over 2400 already distributed; the library will continue as a distribution site while tests are available.
- The library launched two new databases – Transparent Language replaces Mango Languages and Comics Plus is a new type of database offering comics for all ages. Both launched on September 1st.
- Butterfly habitats are going strong, and we have released thirty-three healthy butterflies so far with more caterpillars still transitioning.
- Summer Reading Programs have ended with record participation! 168 children, 29 teens, and 42 adults participated this year.
- The library was invited to have an information table at all local schools. The library distributed over 2500 packets of information to our local students.
- The youth area will get new shelving to help increase the number of materials and display space in the area. The new shelves are expected in the next 6-8 weeks.
- The library had an information table at the Harrison Township Senior Expo on September 10th. The I ♥ HTPL sunglasses were a big hit.
- C&G article may be coming soon; I was contacted and replied to interview questions; we should prepare to comment on upcoming building plans.
- State of the Township Address is Friday, October 18 from 12-1:30 pm; please let Melissa know if you'd like to attend.
- Suburban Library Cooperative Lunch and Learn for Library Trustees and Director is scheduled for October 11th at 11:30 am at Clinton-Macomb South Branch.

**Minutes submitted by** Diane Nelson, Secretary

\*denotes voting item