

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 21 October 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, Nick Mordowanec. Carole Wolf. Linda Pillow, excused.
Also, in attendance- Melissa Goins, Director, 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 21 October 2024. Motion carried.
5. **Approval of the Minutes of 16 September 2024** -
 - A. *Motion made and seconded to approve the minutes from 16 September 2024 as amended with the removal of the carriage return. Motion carried.
6. **Friends Report** -
 - A. Two new book nooks with plaques have been ordered and need to be placed within the township. Volunteers are needed to foster a book nook. It was also suggested to provide a QR code including a library email on the book nook to notify the library if needed regarding book nook care.
 - B. BINGO Night raised \$650.00. The Friends will be having further discussion whether or not to continue BINGO and ways to make it more profitable.
 - C. The next Friends of the Library Meeting is an open meeting on 23 October 2024. The meeting will include election of officers and new members are welcome.
 - D. The Cookie Walk is Saturday 7 December 2024 from 12-3 and cookies are \$10.00 per pound. Dianne Marvaso is the contact for this event.
 - E. Beverly Ortman will be writing grants for the library to acquire funding for our many needs. Beverly has asked for a “wish list” from the library board.
7. **Treasurer’s Report** –
 - A. Review of Financial Statement for the period ending 30 September 2024. Expenses are in line with the anticipated budget spending at this time of year.
 - B. *Reviewed Expense Report for September 2024/October 2024, with the expenditures totaling \$18,745.78. Motion made and seconded to approve the September 2024/October 2024 Expense Report in the

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amount of \$18,745.78. Motion carried. There was discussion regarding a budget analysis for the November meeting. Melissa will be reviewing internet options that might enhance the current phone service and overall internet service.

- 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* – Did Not Meet
1. Director Goins shared a conversation she had with Seth Penchansky (Daniels & Zermack Architectural Firm) after seeing him at MLA. There was also discussion in creating a short-term plan to address the carpeting issue in the Board Room due to its concerning age. This plan would be proposed to the Harrison Township Board. Seth has two plans that he also will propose to Harrison Township. Melissa will be presenting the plans for HTPL at the Friends of the Library Meeting on 23 October 2024.
C. *Finance Committee* –
1. Michigan Class and Huntington investments were reviewed. A Huntington Investment will be reinvested on 31 October 2024.

9. Director's Report –

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

10. Unfinished Business – None

11. New Business – None

12. Board Comment

- A. Dianne Marvaso shared that the four final candidates for the Senior Center position will be at the Tucker Senior Center on Monday, 28 October 2024. This is open to the public for a "Meet & Greet".
B. All Harrison Township Library Board members are asked to attend the November meeting as a small event will be happening for former and newly elected library board members.

13. Adjournment

- A. The meeting adjourned at 7:45 pm.

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Next Meeting –

- A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 18 November 2024 at 6:30 pm** in the Harrison Township Board Room.

APPENDIX

Director's Report and Library Happenings

Usage statistics for September

- September is typically one of the slower months of the year as the kids head back to school.
- Physical checkouts were down only marginally, but digital checkouts experienced a slight increase, which is nice surprise.
- The library conducted a total of 34 programs in September for 513 attendees.
- Free Covid-19 home test kits from MDHHS are currently on hold; over 2700 already distributed; MDHHS hopes to have more kits available to libraries in November.
- Melissa attended the Michigan Library Association Conference in Traverse City October 16-18 and can't wait to share all that she learned with the rest of the staff.
- Butterfly habitats are closed for the year and the library fostered the release of 46 butterflies this season.
- The next staff meeting is scheduled for October 29th at 5:30 p.m. The library will close at 5 p.m. for the meeting. Staff will undergo training with the Macomb County Sheriff's Office at the meeting.
- The library has confirmed with MDHHS and will once again serve as a warming center over the winter as needed.
- New shelving has been installed in the children's area.
- Melissa and Beverley Ortman from the Friends of HTPL have scheduled a meeting with a grant specialist. Our hope is to apply for grants to incorporate with our upcoming construction project. Some ideas include outdoor instruments, outdoor story time space for children, a dedicated teen space, and makerspace.
- The library had an information table at the LCPS High School Parent/Teacher Conferences to talk about Tutor.com with students and parents.
- C&G published an article about the joint library and township construction project.
- The State of the Township Address was Friday, October 18 from 12-1:30 p.m.; Blake presented on behalf of the library.
- Carole, Erin, and Melissa attended the Suburban Library Cooperative Lunch and Learn for Library Trustees on October 11th at 11:30 at

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Clinton-Macomb South Branch.

- The library participated in the L'Anse Creuse High School homecoming parade from the sidelines. We displayed HTPL ♥ LCPS banner and handed out library information as well as thundersticks to the onlookers.
- The library participated in the Harrison Township Parks and Rec Halloweenpalooza on Saturday, October 19th as well as the Lobbestael Trunk or Treat and the Freedom Boat Club Trunk or Treat this year.
- The library is partnering with Harrison Township Parks and Rec for the Annual Tree Lighting again this year. A real live reindeer will be joining us this year! The event takes place on November 21 from 6-7:30 p.m. Light up the Night!
- Dinovember is coming! The library will once again host activities and programs in dinosaurs all month long in November.
- Melissa requested via a grant application process MDHHS air purifiers and replacement filters for the library; the award was granted and 4 air purifiers and boxes of replacement filters were received.

Minutes submitted by Diane Nelson, Secretary

*denotes voting item