

MEETING MINUTES  
Harrison Township Public Library Board of Trustees  
Monday, 20 January 2025 6:30 pm  
In the Harrison Township Board Room

1. **Meeting called to order** – Blake Hurley at 6:31 pm.
2. **Trustees Present** –Blake Hurley, Karla Warren, Diane Nelson, Dawn Barath, Linda Pillow and Erin Hessling  
**Also, in attendance**- Melissa Goins, Director; Laura Johnson; Friends of the Library
3. **Public Comment**- None
4. **Approval of the Agenda** –
  - A. \* Motion made and seconded to approve the agenda for 20 January 2025. Motion carried.
5. **Approval of the Minutes of 16 December 2024** -
  - A. \*Motion made and seconded to approve the minutes of 16 December 2024. Motion carried.
6. **Friends Report** –
  - A. The St. Hubert's Knights of Columbus Fish Fry is Friday, 7 March 2025 from 4:00 – 7:00 PM. Information will be coming soon as bakers will be needed.
  - B. A potential fundraiser will be upcoming with Dawn Barath.
  - C. The Friends of the Library would like to supplement one of the study rooms. Discussion began with the Friends and the Director.
7. **Treasurer's Report** –
  - A. Review of Financial Statement for the period ending 30 December 2024. Expenses are in line with the anticipated budget spending at this time of year.
  - B. \*Review of Expense Report - Reviewed Expense Report for December 2024/January 2025 with expenditures totaling \$27,072.64. Large budget items include electrical services for study rooms and the January-April 2025 newsletter's printing and mailing. Motion made and seconded to approve expenditures totaling \$27,072.64. Motion carried.
8. **Committee Reports** -
  - A. *Bylaws & Policy Update Committee* – Did not meet
  - B. *Future Planning Committee* –
    1. Director Goins updated the library board on the study rooms and board room renovation. Study rooms will include televisions and whiteboards. Nesting/Flip top tables will be in the study rooms to accommodate patrons' meeting needs. Doors will be coming at the end of January and tables will arrive in 6-8 weeks.

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Seth Penchansky will be presenting a preliminary construction plan to the Harrison Township Board on 30 January 2025.

C. *Finance Committee* –

1. Michigan Class and Huntington investments were reviewed. Treasurer Barath shared the investment reports.
2. \*Motion made and seconded to approve discretionary investing by the investment committee of two amounts. \$250,000 not to be invested for more than a period of ten years and \$250,000 not to be invested for more than a period of three years. The investment committee is allowed to invest these monies at their discretion and report back to the board at the next library board meeting. Motion carried.

D. *Library Director Evaluation and Compensation Committee-*

The committee members are Dawn Barath, Erin Hessling and Karla Warren

**9. Director's Report –**

- A. December 2024 usage and statistics, and patron tracking were shared.
- B. Library Happenings – See Appendix
- C. 3-6-12 Month Goals for 2025 - Goals include room reservation and credit card policies as well as event management software. Another goal is to re-establish the Harrison Township Historical Commission and archive historical materials. The major goal for 2025 is to develop a joint construction project with Harrison Township.
- D. State Aid Report 2023 was presented by Director Goins.

**10. Unfinished Business – None**

**11. New Business –**

- A. \*Director Goins shared three quotes for firewalls and filtering software which are needed to replace the outdated system. Motion made and seconded to purchase the Abadata product for the firewall of the main system as well as labor for \$5436.16. Motion carried.
- B. \*Motion made and seconded to offer Brittany Ploep a full-time salaried position for \$50,000.00 including benefits. Motion carried.

**12. Board Comment –**

- A. Trustee Talk – A reminder was shared regarding Robert's Rules of Order and board meeting quorums.

**13. Adjournment**

- A. The meeting adjourned at 8:46 pm.

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**Next Meeting –**

- A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 17 February 2025 at 6:30 pm** in the Harrison Township Board Room.

## **APPENDIX**

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

Usage statistics for December

- Visitors to the library were lower for December, which is typical for the month.
- The library's social media presence continues to grow with 3,810 total followers on our various platforms.
- Free Covid-19 home test kits from MDHHS are back in stock; over 2700 already distributed since we began as a distribution site.
- The library has hired Maya Kasprzak to serve as the Part-time Community Relations Manager.
- Jaime Studer, the Part-time Programming Associate has resigned. Our second Programming Associate, Lauren McEntee will take on the additional hours.
- The library has posted a position for a Part-time Substitute Library Associate. The posting closes on January 24 with interviews to begin the following week.
- The library is currently conducting inventory.
- The librarians are looking into digital calendars and event management software so the library can better manage programs registrations, program caps, and reminders.
- The library is shopping room management software for the new study rooms can be reserved by the public.
- The Suburban Library Cooperative has purchased LibraryIQ - a data insight and analysis tool for all SLC libraries; HTPL is currently working with the vendor on set up.
- The January-April Buoy Newsletter has been distributed to homes.
- The renovation project for the boardroom is underway and the bulk of the renovations are complete. Doors and furniture are still in progress.
- The Earned Sick Time Act may or may not take effect on February 21st; the library's current sick time policies fall within the guidelines of the law.

Minutes submitted by Diane Nelson, Secretary

\* - denotes voting item