

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, February 18, 2019 6:30 PM
In the Public Library of Harrison Township

1. Meeting Called to Order by Dianne Marvaso at 6:26 pm.

2. Trustees Present

Dianne Marvaso, Linda Pillow, John Da Via, Carole Wolf, Jim Bilen, Linda Silvonon. Also in attendance: Director, Melissa Goins.

3. Approval of Minutes from January 21, 2018

A. Motion made by John Da Via seconded by Carole Wolf to approve the January 2019 minutes. Motion carried.

4. Public Comment

A. None

5. Approval of the Agenda

A. Motion made by Jim Bilen, seconded by Linda Silvonon to approve the minutes of the January 2019 meeting.

6. Treasurers Report

A. Review of Revenue and Expenditure Report for period ending 12-31-18. Note revenues up \$6,000 from prior year.

B. Review of Revenue and Expenditure Report for period ending 1-31-19.

C. Review of Expense Report - Reviewed Expense Report for the January/February 2019 interim, with expenditures totaling \$5,979.02. Motion made by Linda Pillow to accept expense report in the amount of \$5,979.02. Seconded by John Da Via. Motion carried.

7. Committee Reports

A. Renovations Committee - met with second architect. Two additional architects scheduled for this week. Recommendation made to have quotes submitted to Board one week prior to the March 18, 2019 board meeting. Ms. Goins to communicate same to architects.

B. Friends of The Library- The Friends meeting on January 28th at 6:30 was cancelled. Next meeting is Monday, March 25th at 6:30. Bill Winkler is scheduled to present at that meeting. Friends have been informed that they can have their bake sale at the first St. Hubert Fish Fry on March 8, 2019 from 4-7pm.

8. Directors Report - reported by Melissa Goins, Director.

A. Usage updates:

1. BookFlix is being used well, with 4944 uses last month (13,783 page views)
2. E-checkouts were up by 67%.
3. Physical checkouts up 23% from last year
4. Hoopla had 141 circulations

B. Brain HQ is now live.

C. Updated online registration forms on our website in favor of an easier process.

D. Federal and State tax forms are here.

E. Hosted informational table at L'Anse Creuse Kindergarten Enrollment Fair on February 13th and 14th.

F. Purchased Librarian's Guide to Homelessness webinar series for all staff. Board Members are eligible to view the webinar series.

G. Partnered with IRS VITA program and Macomb County Veteran Services to bring free tax preparation days to HTPL. Scheduled days are Thursday, Feb 28th and Friday March 29th from 9am - 4pm. Free tax services are available to all veterans and anyone with combined annual family

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income of less than \$55,000.

H. Once again partnered with Emagine Theaters to bring movie deals to library cardholders. On the first Monday of the month, through the remainder of 2019, library cardholders will receive a movie ticket and popcorn for \$8. Offer valid all day long, but only to the library card member.

I. Next Community Shred Day scheduled for Friday May 10th from 11am-1pm.

J. I was contacted by Debra Kazsubski with interview questions regarding our Adulting 101 workshops. Hopefully an article will follow in either the Macomb Daily or Oakland Press.

K. Attended the SLC Advisory Council meeting. Discussions included SLC board makeup and rotation, opportunities for partnerships with other community programs/services,

9. Old Business

A. None

10. New Business

A. Revisions to the personal Employee Conduct policy to address marijuana

1. WORK-01 revision of 1.I to add "including marijuana". Motion made by Linda Silvonon to approve WORK-01 revisions. Seconded by Carole Wolf. Motion carried.

B. Revisions to the Purchasing Policy

1. Recommendation to adjust Policy GOV-03, 2.D, to raise Level IV purchases from \$5,001 - \$14,999.99 to \$5,001 - \$24,999.99. Additionally, Level V purchases would be raised from \$15,000 or over, to \$25,000 or over. Motion made by Linda Silvonon to accept motion to Policy GOV-03, seconded by John Da Via. Motion carried.

11. Board Comment

A. None

12. Adjournment

A. Motion to adjourn was made by Carole Wolf. Seconded by Linda Silvonon. Motion carried. The meeting was adjourned at 7:52 pm.

Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, March 18, 2019 at 6:30 pm at the Harrison Township Public Library.

Minutes submitted by Linda Pillow, Secretary

Minutes approved:

President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)