

Minutes
Meeting of the Library Board
Harrison Township Public Library
Monday, April 15, 2019 6:30 pm
38151 L'Anse Creuse Road
(586) 329-1261

1. Meeting Called to Order by Dianne Marvaso at 6:29 pm.
2. Trustees Present
Dianne Marvaso, John Da Via, Carole Wolf, Jim Bilen. Also in attendance: Director, Melissa Goins.
Excused: Linda Pillow, Linda Silvonon
3. Approval of Minutes from March 18, 2018 - Motion made by John Da Via seconded by Carole Wolf to approve the March 2019 minutes. Motion carried.
4. Public Comment - None
5. Approval of the Agenda - Motion made by Carole Wolf, seconded by John Da Via to move item 10 to item 6c the Agenda of the April 16th, 2019 meeting. Motion carried. John Da Via moved and Jim Bilen seconded to add information to Item 12. Next meeting should be listed as May 20 at 4:00 pm. Motion carried.
6. Treasurers Report
 - A. Review of Revenue and Expenditure Report for period ending March 31, 2019. YTD tax revenues are \$417,323.52.
 - B. Review of Expense Report - Reviewed Expense Report for the March/April 2019 interim, with expenditures totaling \$9177.76. Motion made by John Da Via to accept expense report in the amount of \$9177.76. Seconded by Jim Bilen. Motion carried.
 - C. Budget Revisions - Motion to move \$100,000 out of contingency funds 271-000.000-956.000, \$96,500 to Building Add/Improvements 271-000.000-976.000, and the remaining \$3500 to 271-000.000-741.124 Outside Services. Motion made by John Da Via seconded by Carole Wolf. Motion carried.
7. **Committee Reports**
 - A. Renovations Committee – Meeting with Comprehensive Design Group (CDG) at 10:00 am on April 19th at HTPL to begin discussions on renovation.
 - B. Friends of The Library – See Director's Report below.
8. Directors Report - reported by Melissa Goins, Director.
 - Usage statistics -Some usage numbers; BookFlix is still blowing up our database usage with 5757 uses last month (there were 17,628 page views)!

- Last month our Facebook activity experienced additional traffic; We had 1,100 post interactions (shares, comments, likes); Our posts reached nearly 5,000 people as a result of the interactions; We also received 22 new page likes.
- The library had an information table at the MISD Parenting Conference on Saturday, March 23rd.
- The library had an information table at the Graham Parent/Teacher Conferences on March 28th.
- Community Shred Day is scheduled for Friday, May 10th from 11am-1pm.
- Electronics Recycling Day is scheduled for Saturday, May 18th from 11am-1pm.
- A new Eagle Scout prospect has contacted the library regarding a project; We have met and he is planning to create a library sign for the West side of the building that can be seen from the street.
- The library in partnership with Gleaner's Food Bank is hosting Food for Fines during the month of April; so far, we've had positive feedback on the initiative.
- I attended the Community Clean-up with the Beautification Commission on Saturday, April 13th from 9am-noon.
- Partnership with Fox Theater and discounted tickets to HTPL library card holders is finalized; The flyer has arrived and we're working out details for a webpage dedicated to our discount partnerships.
- Our copier lease is up in June; I have a meeting with our vendor, Marco, to look at our usage and an updated machine when our lease expires; I anticipate this will be a discussion topic in May.
- I attended the SLC Advisory Council Meeting on April 11th; The Early Literacy Initiative Grant is due to the state by May 31st; they are working to complete by the deadline and are currently attempting to secure partners.
- HTPL was mentioned in a press release about a local 11-year-old collecting supplies for shelter animals; a small article appeared on Patch.com featuring the press release. Melissa distributed copies to members present.
- We've booked a Bird Watching Field Trip to Lake St. Metro Park Nature Center on May 11th at 9:00am
- Melissa wishes to give volunteers advance notice of upcoming events at the library.
- Tax Day - 46 total veterans and low-income patrons had taxes done for FREE!
- Recent staff meeting promoted idea of asking patrons "What brings you in today?" to focus on patron needs.
- Friends of the Library
 - The last Friends meeting was Monday, March 25th at 6:30pm; Bill Winkler presented on legacy giving.
 - Apron fundraiser plans are underway; Apron fundraiser is Wednesday, May 22nd at 6:30pm
 - The next Friends meeting is Monday, June 3rd, 2019 at 6:30pm
 - Friends are working on a new logo and plan to incorporate elements of our logo;
 - The Friends are working on a "Book Buck" incentive that will be given out at special events and can be used to purchase used books

10. New Business - None

11. Board Comment - Discussion of hosting town-hall events at HTPL in response to a list-serve desiring input. Melissa will research the procedures used by other libraries, including by-laws language needed to provide guidance on the issue.

12. Adjournment - Motion to adjourn was made by Jim Bilen, seconded by Carole Wolf. Motion carried. The meeting was adjourned at 7:44 pm.

Next Meeting - The next monthly meeting of the Library Board of Trustees will be held on Monday, May 20, 2019 at 4:00 pm in the Harrison Township Board Room.

Minutes submitted by John Da Via, Vice President, acting as Secretary

Minutes approved:

President (HTPL - Board of Trustees)

Date of Approval

Acting Secretary (HTPL - Board of Trustees)