

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, April 20, 2019 4:00 PM
In the Public Library of Harrison Township

1. Meeting Called to Order by John Da Via at 4:13 pm.

2. Trustees Present

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

Excused: Dianne Marvaso,

Absent: Jim Bilen

3. Approval of Minutes from April 15, 2018

A. Motion made by Carole Wolf, seconded by Linda Silvonon to approve the April 2019 minutes. Motion carried.

4. Public Comment

A. None

5. Approval of the Agenda

A. Motion made by Linda Silvonon, seconded by Linda Pillow, to approve the agenda for the April 2019 meeting. Motion carried.

6. Treasurers Report

A. Review of Revenue and Expenditure Report for period ending 4-30-19.

B. Review of Expense Report - Reviewed Expense Report for the April/May 2019 interim, with expenditures totaling \$11,792.46. Motion made by Linda Pillow to accept expense report in the amount of \$11,792.46. Seconded by John Da Via. Motion carried.

7. Committee Reports

A. Renovations Committee - Two meetings since the last board meeting. A follow up committee meeting will be scheduled with the architect following Melissa's meeting with him on 5-21-19 to discuss input and recommendations.

B. Friends of The Library - Apron Fundraiser is Wednesday May 22nd. Next meeting is Monday June 3rd. Friends Dough cards have been printed and handing out, providing \$1 off used books.

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

A. April 2019 usage statistics and patron report. Door counts were up in April with 400 more visitors than last year.

B. Participated in Gleaners Food 4 Fines during April, forgiving \$43.20 in overdue fines and collected 2 large bins of non-perishable items for Gleaners

C. Successful Community Shred Day on 5-10-19 with 153 participants

D. Began updated interface from our Library Automation system

E. Electronics Recycling Day with 100 participants

F. Next C&G News insert will be distributed on June 12th

G. Current Wi-Fi router had not been working well. Chris set up a more robust system we had in storage

H. Update on Town Halls and a possible Jocelyn Benson visit. Contact with the office of the Secretary of State has been made and we are awaiting a response.

I. Attended a Library Design Workshop on May 3rd, hosted by Michigan Library Association at Westgate Branch of Ann Arbor District Library

J. Attended the SLC Advisory Council Meeting on May 9th. The Early Literacy Initiative Grant is due to the state by May 31st, we are working to complete by the deadline and are currently attempting to secure partners. The SLC is looking into ways that more SLC libraries might be able to partner up on databases and electronic services

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K. Reviewed design plans with the Eagle Scout working on the sign for the West side of the building

L. Mary and I attended the AHEPA health fair.

M. Attended SEMCOG (Southeastern Michigan Council of Governments) presentation on population in Southeast Michigan and anticipated trends.

N. We have been invited to participate in the L'Anse Creuse book fair scheduled for June 5th, from 6 to 8 pm.

9. Old Business

A. None

10. New Business

A. Copy Machine Lease-Agreement - Sharp MX3070V Color 30 CPM recommended to meet library needs. Motion made to approve Copy Machine Lease Agreement by Carole Wolf. Seconded by Linda Silvonon. Motion carried.

B. Printer Purchase Agreement - Melissa has explored lease agreements. Note we currently have approximately \$700 in toner for our current printer, which continues to display error code and other issues. Recommendation is to utilize current printer until toner used or printer fails. Motion made by Linda Silvonon to authorize new Copier Purchase Agreement, for the year 2019, when needed. Seconded by Carole Wolf. Motion carried.

C. Service Policy revision recommendation - CIRC-02.1-Revise policy table to increase renewals from 1 allowed renewal to 2 allowed renewals. Motion made by Linda Silvonon to accept revision of Service Policy from 1 allowed renewals to 2 allowed renewals. Seconded by Linda Pillow. Motion carried.

D. Position Postings - Library Associate, additional librarian discussion. Melissa presented information on need for additional librarian hours. Motion made by John Da Via for additional 10 hours per week for a Librarian Position. Seconded by Carole Wolf. Motion carried. Motion made by Carole Wolf to move \$6,600 from the Contingency Fund 271-000.000-956.000 to Paraprofessionals 271-000.000-705.000 to fund the increased hours. Seconded by John Da Via. Motion carried.

F. Personnel Policy revision recommendation - ORG-01.4 Job Description and Position Standards. Motion made by Linda Silvonon to approve ORG.01.4 amended. Seconded John Da Via. Motion carried.

G. Personnel Policy revision recommendation - ORG-01.6 Job Description and Position Standards. Motion made by Linda Silvonon to approve ORG.01.6 as amended. Seconded by Linda Pillow. Motion carried.

11. Board Comment

A. None

12. Adjournment

A. Motion to adjourn was made by John Da Via. Seconded by Linda Silvonon. Motion carried. The meeting was adjourned at 6:01 pm.

Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, June 17, 2019 at 6:30 pm in the Harrison Township Public Library.

Minutes submitted by Linda Pillow, Secretary
Minutes approved:

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President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)