

**MEETING MINUTES**  
**Harrison Township Public Library - Board of Trustees**  
**Monday, February 17, 2020 6:30 PM In the Public Library of Harrison Township**

1. **Meeting called to order** - by Dianne Marvaso at 6:30 pm.

2. **Trustees Present** - Dianne Marvaso, Linda Silvonen, Linda Pillow, Carole Wolf, Jim Bilen, John Da Via

**Also in attendance:** Melissa Goins, Director.

3. **Approval of Minutes** from January 20, 2020 Board Meeting

A. Motion made by Linda Silvonen to approve the minutes from January 20, 2020. Seconded by John Da Via. Motion carried.

4. **Public Comment**

A. None

5. **Approval of the Agenda**

A. Motion made by Linda Pillow to add the Millage Resolution discussion to the Agenda, Item 10 B. Seconded by John Da Via. Motion carried. Motion to approve the Agenda with changes made by Carole Wolf, seconded by Linda Silvonen. Motion carried.

6. **Treasurers Report**

A. Review of Revenue and Expenditure Report for period ending January 31, 2020. Expenses are consistent with expectations and time of year.

B. Review of Expense Report - Reviewed Expense Report for the January 2020/February 2020 interim, with expenditures totaling \$11,722.72. Motion made by John Da Via to accept the Expense report for January 2020/February 2020 in the amount of \$11,722.72. Seconded by Linda Silvonen. Motion carried.

7. **Committee Reports**

A. Friends of The Library

1. Crews Inn Library Love fundraiser dinner was a huge success and raised \$1,441.00.

2. St. Hubert Fish Fry Bake Sale is Friday, February 28th from 4-7 pm

3. Bingo fundraiser is scheduled for March 27, 2020 at 6:30 pm, at the Library.

4. Next Friends meeting is Monday, March 20th at 6:30 pm. It's the Membership Madness Meeting.

5. Committee formed to establish Community Leaders Event.

8. **Directors Report**

A. Usage statistics and patron traffic tracking, January/February 2020. Overall January looked pretty typical. We had great program attendance. Unable to pull data (aside from daily traffic data) from before and after flyer distribution, but I'll explore some

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other options. Traffic uptick was about 14%, but that could be due to weather, programs of interest, etc.

B. A LaCrosse league used our facilities for league signups; the library was very busy during those times.

C. I attended the SLC Advisory Council meeting. Special guest was Ernest from the Macomb County Community Action regarding Census 2020 data.

D. Both federal and tax forms have arrived and are available for the public.

E. We had an information table at the L'Anse Creuse Kindergarten Enrollment Fair on February 11th and 12th.

F. The new librarian laptops are up and running; Chris is still working to turn the 2 old laptops into a public access laptop and an extra staff station at the circulation desk.

G. We will have an information table at the Early Childhood Center Open House on February 26th.

H. I've had one company come and provide a quote for security cameras; other quotes are needed before we can proceed.

I. The light in the parking lot by the book drop has been repaired by DTE and is now working properly.

J. HTPL has agreed to be a drop-off site for the Love of Pets collection hosted by local student Sydney Bates. The collection is from February 14th to February 25th.

K. I've met with Joe Aragona and we're working on two Census events together; one at the Township Senior Center and one in partnership with Mount Clemens and Clinton Township at Joy Park on April 23. The library will provide Census assistance as well as mobile hot spots and laptops for both events.

### 9. Old Business

A. 3-6-12 Month Goals for 2020 -

1. 3 Month Goals (Due by April 2020) - Have a bulleted list of what voters can expect if millage is approved; Plan events/activities to keep the library relevant in the media; have library infographic complete.

2. 6 Month Goals (Due by July 2020 Board Meeting) - have wi-fi hotspots circulating; build relationship with new Senior Center Activities Director; establish 6 month activities calendar.

3. 12 Month Goals (Due December 2020) - If millage passes - begin process to hire more staff; begin process to be increase library hours; implement bulleted list of what voters will gain by millage approval. If millage does not pass - Analyze factors leading to defeat of millage, reassess strategy for future millage; plan for the future/what's next.

### 10. New Business

A. Review of phone quotes - Reviewed quotes from Marco, Greyhound, and 8X8. Motion made by Linda Silvonon to accept the bid by 8X8 phones as submitted.

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Seconded by John Da Via. Motion carried.

B. Mileage Resolution - A motion was made by Linda Silvonen to begin the process for a ballot proposal for the August 2020 election of 1 mill, to replace the current .5 mill, for a period of 10 years. Seconded by John Da Via. Role Call vote as follows:

Linda Silvonen	Aye
John Da Via	Aye
Linda Pillow	Aye
Carole Wolf	Aye
Jim Bilen	Aye
Diane Marvaso	Aye

Motion carried.

**11. Board Comment**

A. None

**12. Adjournment**

A. Motion to adjourn was made by Linda Pillow. Seconded by Linda Silvonen. Motion carried. The meeting was adjourned at 7:53 pm.

**Next Meeting**

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, March 16, 2020, 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)

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Date of Approval

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Secretary (HTPL - Board of Trustees)