

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, June 15, 2020 6:30 PM

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

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

Also in attendance: Melissa Goins, Director

3. **Approval of Minutes** - May 18 , 2020

A. Motion made by John Da Via to approve the minutes from May 18, 2020.
Seconded by Linda Silvonen. Motion carried.

4. **Public Comment**

A. None.

5. **Approval of the Agenda**

A. Motion made by John Da Via to amend Agenda to add: (1) 9B Recognition of Jim Bilen, and (2) change 3A Approval of Agenda Minutes from May 11th to May 18th..
Seconded by Carole Wolf. Motion carried.

6. **Treasurers Report**

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

B. Review of Expense Report - Reviewed Expense Report for the May 2020/June 2020 interim, with expenditures totaling \$12,861.19. Motion made by Linda Pillow to accept the Expense Report for the May 2020/June 2020 in the amount of \$12,861.19.
Seconded by John Da Via. Motion carried.

7. **Committee Reports**

A. Friends - All Friends events are currently on hold.

8. **Directors Report**

A. Usage statistics - looks a lot like April. Elevated e-checkouts and elevated online program statistics, no foot traffic and very few physical checkouts.

B. The librarians continue to create digital content and conduct digital programs that will continue over the summer and possibly into the fall.

C. The C&G summer flyer has been moved to a postal mailing. The flyer has been submitted to the printer and should hit mailboxes in the next day or two. Extra copies were ordered for distribution in the library.

D. Staff are back in the building and running curbside service. It is going well so far.

E. The self checkout station is up and running. The cabinet has been ordered.

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F. Book Break at the Beach is running. We are taking laptops to sign up kids for the summer reading program. The Book Break had 32 in attendance today.

G. Banners announcing curbside service have been ordered and are mounted.

H. Sneeze guards have arrived and are ready. Floor decals ordered, social distancing signs ordered. We received a COVID-19 safety kit for businesses from Macomb County.

I. The leak in the roof was repaired.

J. We opened for curbside service on June 8th and open for limited occupancy on June 15th. Occupancy is capped at 17 individuals.

K. The posting for the Community Relations Manager was sent out today. Interviews will be scheduled the week of July 13th.

L. Reviewed anticipated loss of revenue for Harrison Township Library secondary to Covid 19,

M. We will be hosting a socially distanced outdoor Open House on 6-27-2020 from 1-3pm. It will be held under 3 tents.

9. Old Business

A. Discussion of option for placement of public comment on the agenda. Recommend move Public Comment to Item 3 on the Agenda, with addition of public comment under Section 9. Old Business, and 10. New Business.

B. Discussion of Jim Bilen recognition - Motion made by John Da Via to provide resolution recognizing Jim Bilen for his service to the establishment of the Harrison Township Library, first as a volunteer library and then as a public library. Seconded by Linda Silvonon. Motion carried.

10. New Business

A. COVID-19 Preparedness and Response Plan - The preparedness and response plan is in compliance with Michigan Governor Gretchen Whitmer's Executive Order 2020-97 dated May 21, 2020, and Executive Order 2020-110, dated June 1, 2020. Motion made by Linda Pillow to accept the Covid-19 preparedness and response plan. Seconded by John Da Via. Motion carried.

11. Board Comment

A. None

12. Adjournment

A. Motion to adjourn made by Linda Silvonon. Seconded by John Da Via . Motion carried. The meeting was adjourned at 7:44 pm.

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Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, July 20, 2020, at 6:30 pm in 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)