

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, November 16, 2020 6:30 PM
via Zoom Meeting

1. **Meeting called to order** - by Dianne Marvaso at 6: 33 pm.

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

Also in attendance - Melissa Goins, Director

3. Public Comment

A. None

4. Approval of Minutes - October 19, 2020.

A. Motion made by Linda Silvonen to approve Minutes of October 19, 2020, with note of misspelling of Carole Wolf's name under New Business. Seconded by John Da Via .

Roll Call Vote - John Da Via Yes; Carole Wolf Yes; Linda Pillow Yes; Linda Silvonen Yes; Blake Hurley Yes; Dianne Marvaso Yes. Motion carried.

5. Approval of the Agenda

A. Motion made by Linda Silvonen to accept the Agenda with addition of 10. A under New Business, discussion of formation of Director Evaluation Committee. Seconded by John Da Via .

Roll Call Vote - John Da Via Yes; Carole Wolf Yes; Linda Pillow Yes; Linda Silvonen Yes; Blake Hurley Yes; Dianne Marvaso Yes. Motion carried.

6. Treasurers Report

A. Review of Financial Statement for period ending October 31, 2020 - Expenses are consistent with expectations and time of year.

B. Review of Expense Report - Reviewed Expense Report for the October 2020/ November 2020 interim, with expenditures totaling \$9,841.07.

Public Comment: None

Motion made by John Da Via to approve the Expense Report for the October 2020/ November 2020 interim in the amount of \$9,841.07. Seconded by Blake Hurley.

Roll Call Vote - John Da Via Yes; Carole Wolf Yes; Linda Pillow Yes; Linda Silvonen Yes; Blake Hurley Yes; Dianne Marvaso Yes. Motion carried.

C. 2020 Budget Review of Accounts - Reviewed required Year End Budget Changes. Motion made by Linda Silvonen to move a total of \$24,100 from Account # .000-956.000 Contingency Account to the accounts listed below:

000.718.000 Employee Pension Cost \$100.00

000.740.000 Operating Supply \$4,000.00

000.743.006 Electronic Resources \$16,000.00

000.804.000 Acct Services-Audit \$200.00

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000.806.001 Internet Services \$300.00
000.829.000 Memberships in Library Org's \$1,000.00
000.880.000 Community Promotion \$1,000.00
000.977.000 Computer \$500.00
000.978.000 Equipment Expense \$1,000.00

Seconded by John Da Via.

Public Comment - None

Roll Call Vote - John Da Via Yes; Carole Wolf Yes; Linda Pillow Yes; Linda Silvonen Yes; Blake Hurley Yes; Dianne Marvaso Yes. Motion carried.

7. **Committee Reports**

A. Board Vacancy Committee - note need to confer with Harrison Township Clerk for clarification. Committee will meet following information received from Township Clerk.

B. Friends -

1. Friends is currently running a Virtual Cookie Walk fundraiser; the goal is to have 100 participants at the Virtual Cookie Walk. Participants donating a minimum of \$20 will receive a cookie gift bag with cookies, coffee, tea, and 5 All-Star recipes from previous Friends Cookie Walks.
2. The Friends nominating committee has received nominations for four vacant board positions. Voting will occur during the November 2020 meeting.
3. Next meeting scheduled for Monday, Nov. 30th at 6:30 pm via Zoom

8. **Directors Report**

A. Usage Statistics - Usage seems to be following what we expect: Physical material usage is down; electronic usage is up. Our virtual offerings are still on the rise. I've included the graph of our electronic usage so you can see the visual representation.

B. "Give the Gift of a Story" rolled out in October. We have recorded 10 volunteer story-times to date.

C. The library sent out a letter to L'Anse Creuse educators to solidify our relationship as an educational partner, remind staff of virtual library cards for students, and offer our services this school year. We offered Library services to help our teacher get required reading material into the hands of LCPS students. It was well received. We've had teachers respond to our Google form and we've been able to place orders for print books as well as eBooks and eAudiobooks to help students gain access to materials they need for their education.

D. The library will once again participate in the HT Tree Lighting on December 3, 2020. Julie will run a contest for a child that will flip the switch on the tree lights. We await word from the Township Board regarding any changes to holding this event secondary to the Covid 19 outbreak.

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E. Melissa recently attended the State of Harrison Township Address as well as the Harrison Township Veteran's Day Memorial Service. Highlights - roads are being repaired.

F. The library recently rolled out a Friday Newsfeed Trivia plan - every Friday the library will post a trivia question on our Facebook. The answer will be obtained with click through to our website with additional informational resources related to the question.

G. The library had 285 people sign up to attend the Grave Matters program with Kristy Robinett. The program came off well and required group effort from our HTPL team.

H. Congratulations to our Community Relations Manager, Kayla, who is now out on maternity leave.

I. Some area libraries are closing as a result of COVID-19. We moved back to curbside effective 11-16-2020. Area libraries that have switched to curbside only:

Utica, Clinton Macomb, Sterling Heights, Shelby Township, Mt. Clemens, Roseville, Romeo, Troy (has not reopened since initial closing).

J. In the process of annual staff evaluations. Each employee has been provided a self evaluation, and Melissa will complete an evaluation. Option given to bring at least one thing for the Director of Library to do better in the next year. Evaluations will be conducted via Zoom.

K. Option of using library volunteers to deliver and return loaned materials.

9. Old Business

A. Work-10 Remote Work Personnel Policy - Recommend change 3B from "During a System Emergency", to "During an Emergency".

Public Comment - None

Motion made by Carole Wolf to approve the Remote Work Policy as amended.

Seconded by Linda Silvonen.

Roll Call Vote - John Da Via Yes; Carole Wolf Yes; Linda Pillow Yes; Linda Silvonen Yes; Blake Hurley Yes; Dianne Marvaso Yes. Motion carried.

B. Review of 2021 Holiday Schedule

Public Comment - None

Motion made by John Da Via to accept the Holiday Schedule. Seconded by Linda Silvonen.

Roll Call Vote - John Da Via Yes; Carole Wolf Yes; Linda Pillow Yes; Linda Silvonen Yes; Blake Hurley Yes; Dianne Marvaso Yes. Motion carried.

C. Review of Director's Health Insurance - Reviewed information received. At this time, Melissa is not utilizing coverage through Harrison Township Library. She will continue to explore options and present to the Board.

10. New Business

A. Formation of Directors Evaluation Committee - Linda Silvonen, Blake Hurley,

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and Linda Pillow expressed an interest in participating on the Committee. John Da Via will schedule a date for a meeting.

11. Board Comment

A. Dianne Marvaso expressed thanks to John Da Via for taking over for her last week when she was unable to conduct the meeting..

B. Thank you to Linda Silvonen to her work for the Board of Trustees for Harrison Township Library.

12. Adjournment

A. Motion to adjourn was made by Linda Silvonen. Seconded by Carole Wolf.

Roll Call Vote - John Da Via Yes; Carole Wolf Yes; Linda Pillow Yes; Linda Silvonen Yes; Blake Hurley Yes; Dianne Marvaso Yes. Motion carried.

The meeting was adjourned at 8:00 pm.

Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, December 21, 2020, at 6:30 pm.

Minutes submitted by Linda Pillow, Secretary

Minutes approved:

President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)