

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, December 21, 2020 6:30 PM
via Zoom Meeting

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

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

Also in attendance - Melissa Goins, Director

3. Public Comment

A. None

4. Approval of Minutes - November 16, 2020.

A. Motion made by Carole Wolf to approve Minutes of November 16, 2020.

Seconded by John Da Via .

Roll Call Vote - John Da Via Yes; Carole Wolf Yes; Linda Pillow Yes; Diane Nelson Yes; Dianne Marvaso Yes. Motion carried.

5. Approval of the Agenda

A. Motion made by John Da Via to add Recommendation of the Board Vacancy Committee as item 6. Seconded by Diane Nelson.

Roll Call Vote - John Da Via Yes; Carole Wolf Yes; Linda Pillow Yes; Diane Nelson Yes; Dianne Marvaso Yes. Motion carried.

Motion made by John Da Via to add Election of Board Officers as item 11 C. Seconded by Carole Wolf.

Roll Call Vote - John Da Via Yes; Carole Wolf Yes; Linda Pillow Yes; Diane Nelson Yes; Dianne Marvaso Yes. Motion carried.

6. Recommendation of the Board Vacancy Committee.

A. The committee to recommend a candidate to replace Jim Bilen has reviewed two candidates. The committee recommendation is for Blake Hurley to be appointed.

Motion made by John Da Via for Blake Hurley to be appointed to assume Jim Bilen's position on the Board. Seconded by Linda Pillow.

Roll Call Vote - John Da Via Yes; Carole Wolf Yes; Linda Pillow Yes; Diane Nelson Yes; Dianne Marvaso Yes. Motion carried.

7. Treasurers Report

A. Review of Financial Statement for period ending November 30, 2020 - Expenses are consistent with expectations and time of year, with some reduction in expenses given closure secondary to covid virus.

B. Review of Expense Report - Reviewed Expense Report for the November 2020/ December 2020 interim, with expenditures totaling \$18,240.86.

Public Comment: None

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Motion made by Linda Pillow to approve the Expense Report for the November 2020/ December 2020 interim in the amount of \$18,240.86. Seconded by John Da Via.

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

8. Committee Reports

A. Board Vacancy Committee - recommendations addressed in Item 6.

B. Director Evaluation Committee - in process of collecting and discussing Director's evaluation. A Zoom meeting will be held on December 28th at 2:00 pm for members of the Committee.

C. Friends -

1. The Friends Virtual Cookie Walk fundraiser was successful and raised more than \$1,300 for the Friends Group.

2. The Friends have a revised slate of board members as follows:

Kathy Hunt - President

Sylvia Arakelian - Vice President

Marty Shadel - Secretary

Linda Silvonen - Treasurer

Jill Baker - Member at Large

Lynda Cicchini - Member at Large

Janina Zmurkiewicz - Member at Large

3. Next meeting scheduled for Monday, January 25th at 6:30 via Zoom.

9. Directors Report

A. Usage Statistics - usage seems to be following what we expect. Physical material usage is down; electronic usage is up.

B. The library is gearing up to start offering home delivery service starting in January; Volunteers have been recruited to make deliveries and plans are in the works. Melissa is exploring issues related to development of a delivery waiver form and awaiting input from the Library insurer and attorney. Information will be provided at the next meeting.

C. The Library is starting Bedtime Stories that will air on Sunday nights at 7:00 pm on our social media. After airing, the story-times will be available on the Library's YouTube channel.

D. The HT Tree Lighting was moved to a drive-thru event. The Library was closed since it was unlikely we would have traffic into the library or that our bathrooms would be needed.

E. The Library Winter Flier is now at the printer. It will be taken to the post office January 5, 2021. Extra fliers will also be available in the Library.

F. The Library is once again collecting tug toys in exchange for community service

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hours during the month of December.

G. The Library is participating in the MIQuest Mystery Challenge which starts in January and runs through February 14th. MIQuest is a digital program designed for teens that visit various Michigan library websites to collect clues and solve the mystery.

H. Melissa will be off beginning December 23rd thru January 4th.

I. Discussed Short and Long Term goal aspirations that had been formulated for the Year 2020. In January we will begin discussing short and long-term goals for 2021.

10. Old Business

A. None

11. New Business

A. Budget revision: Melissa has requested a move of \$200 from Contingency 274-000.000-956.000 to Library Automation and Website 271-000.000-806.002. Motion made by John Da Via to \$200 from Contingency 274-000.000-956.000 to Library Automation and Website 271-000.000-806.002. Seconded by Blake Hurley.

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

B. Review of Volunteer Delivery Driver Waiver - will be reviewed at the next Board Meeting.

C. Election of Board Officers - election of Board Officers will be tabled until January meeting.

12. Board Comment

A. Linda Pillow welcomed Blake and Diane to the Board.

13. Adjournment

A. Motion to adjourn was made by Diane Nelson. Seconded by Blake Hurley.

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

The meeting was adjourned at 7:25 pm.

Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, January 18, 2021, at 6:30 pm.

Minutes submitted by Linda Pillow, Secretary

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Minutes approved:

President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)