

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, March 15, 2021 6:30 PM
via Zoom Meeting

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

2. **Trustees Present** - John Da Via from Harrison Township; Carole Wolf from Harrison Township; Linda Pillow from Harrison Township; Diane Nelson from Harrison Township; Blake Hurley from Harrison Township; Dianne Marvaso from Harrison Township.

Also in attendance - Melissa Goins, Director from Harrison Township.

3. Public Comment

A. None

4. Approval of Minutes - February 15, 2021.

A. Motion made by John Da Via to approve the Minutes of February 15, 2021 noting report date as February 2021 not January 2021. Seconded by Carole Wolf.

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

5. Approval of the Agenda

A. Motion made by Diane Nelson to approve the agenda with amendment of next meeting to April 19, 2021. 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.

6. Ed Sarpolus, Target Insyght

A. Mr. Sarpolus of Target Insyght discussed the public polling survey process, including use of open and closed end questions, determining how the community views the library, how the library meets/can meet community needs, and other issues.

B. Motion made by Linda Pillow to approve the Target Insyght Invoice for an initial installment of \$6,860.00. 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.

7. Treasurers Report

A. Review of Financial Statement for period ending February 28, 2021 - Expenses are consistent with expectations and time of year.

B. Review of Expense Report - Reviewed Expense Report for the February 2021/ March 2021 interim, with expenditures totaling \$6,384.58.

Public Comment: None.

Motion made by Linda Pillow to approve the Expense Report for the February 2021/ March 2021 interim in the amount of \$6,384.58. Seconded by John Da Via.

Roll Call Vote - John Da Via Yes; Carole Wolf Yes; Linda Pillow Yes; Diane Nelson Yes;

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Blake Hurley Yes; Dianne Marvaso Yes. Motion carried.

C. Motion made by Carole Wolf to transfer \$10,000 from the Contingency Account 271-000.000-956.000 to pay for Public Polling Survey by Target Insyght. Seconded by Diane Nelson.

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. Friends -

1. Next meeting scheduled for Monday, April 26th at 6:30.

2. The Friends sold desserts at the Knights of Columbus Fish Fry at St. Hubert's Church in Harrison Township, on Friday, February 19th, and raised \$334.25.

B. Compensation Committee - Diane Nelson has been exploring options to install a window in Melissa's office. The Building Department is exploring access to the original plans to determine options to retrofit a window.

9. Directors Report

A Usage statistics seem to be following current trends. Physical material usage is down. Electronic usage is up.

B. The library has posted for an open Library Associate position.

C. The Township has launched Hometown Heroes in order to recognize local efforts that enhance our community. The awards will be given quarterly and the top 5 nominees will scroll on the Library community events scroll.

D. In partnership with LCPS, HTPL has offered community service hours to students wishing to record an online storytime.

E. As part of SLC, the Library has been offered discounted pricing on 2 streaming video services from Infobase. Melissa will be attending an information session on March 17th.

F. HTPL has reached 100 subscribers on our YouTube channel.

G. Ancensty.com has extended home access through June 30, 2021.

H. The next HTPL Buoy will be printed in house, and cover the months of April and May.

I. The Library internet has been running poorly and requiring frequent rebooting. Chris and Melissa are working with Comcast to resolve the issue and are shopping for new modems, which are not provided with our Comcast account.

J. Shred Day has been scheduled for Friday, May 14th from 11 am to 1 pm. Awaiting a date to schedule Electronic Shred Day.

K. Library of Michigan has forwarded the updated Library Trustee Manual for 2021.

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10. Old Business

A. None

11. New Business

A. Reviewed quotes for security cameras. Reviewed 5 quotes received for installation of security camera program to cover both indoor and outdoor areas. Motion made by Carole Wolf to approve the Kidon Security Systems invoice for \$4,735.02. 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.

12. Board Comment

A. Trustee Training - Linda Pillow and John Da Via information presented from Zoom meeting by Lori Fisher, Assistant State Librarian for New Hampshire.

B. Update provided by Dianne Marvaso on Jim Bilen, one of the original Trustees of the Library. He has now been able to return home.

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 8:45 pm.

Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, April 19, 2021, 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)