

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, April 19, 2021 6:30 PM

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

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

Also in attendance - Melissa Goins, Director.

3. Public Comment

A. None

4. Approval of Minutes - March 15, 2021.

A. Motion made by John Da Via to approve the Minutes of March 15, 2021.

Seconded by Carole Wolf.

Motion carried.

5. Approval of the Agenda

A. Motion made by John Da Via to amend the Agenda by moving Board Comment 11A. Trustee Training to Old Business 9 A. and add 9 B. Board Offices.

Seconded by Blake Hurley.

Motion carried.

6. Treasurers Report

A. Review of Financial Statement for period ending March 31, 2021 - Expenses are consistent with expectations and time of year. 2020 Audit is in progress.

B. Review of Expense Report - Reviewed Expense Report for the March 2021/April 2021 interim, with expenditures totaling \$12,599.72.

Public Comment: None.

Motion made by Diane Nelson to approve the Expense Report for the March 2021/April 2021 interim in the amount of \$12,599.72. Seconded by Linda Pillow.

Motion carried.

7. Committee Reports

A. Friends - Next meeting is scheduled for Monday, April 26th, at 6:30 pm via Zoom.

Puzzle Sale Update - Very successful, with great feedback. Nearly 600 puzzles were donated. Approximately half were "swapped" on Saturday. Puzzles sold on 4-19-21 for \$5 a bag with Friends raising \$237.00.

B. Compensation Committee - Diane Nelson has been following up regarding the option of a window for Melissa's office.

8. Directors Report

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

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down. Electronic usage is up. Visits to the library are beginning to increase, with 500 more visits than February.

B. Legislation is headed to Congress called the Build America's Libraries Act. The Act would dedicate funds to library buildings in underserved areas. The Act was introduced in the House by Representative Andy Levin of Michigan. We were contacted by a representative of the American Library Association that was developing an Op-Ed piece for our local paper on the BALA. Our library was one of the featured libraries of the piece that was published by the Macomb Daily and co-authored by Representative Andy Levin.

C. Revision of quarantine guidelines as part of SLC. Quarantining is down to 24 hours for materials.

D. Most of the security cameras are installed; the people counter camera have not yet arrived.

E. Library Associate update: We hired 1 Library Associate, Don H. and 1 Substitute Library Associate, Lauren M.

F. Bicycle Maintenance Station will arrive soon; plans are underway for installation.

G. Melissa participated in the Earth Day Cleanup with the Beautification Commission on Saturday, April 17th from 9 am to 12 pm.

H. The library had an overwhelming response to the Great Puzzle Swap with more than 600 donated puzzles.

I. The library internet is still running poorly; the new modem has arrived and appointment set with Chris for installation. Should be connected this Friday.

J. The additional Trustee Manuals that were requested have not yet arrived.

K. Roof leak has not yet been repaired. Estimates being forwarded to Harrison Township Trustees.

L. A library guest asked Melissa bring a message to the Library Board. He would like to see more men working at the library.

9. Old Business

A. Trustee Training - A committee will be formed with John Da Via, Linda Pillow, and Blake Hurley to review and make recommendations for the Trustee Manual.

B. Change of Board - Motion made by John Da Via to invoke Article 7 Section 2 of the HTPL Board ByLaws allowing for a change in offices. Under Article 7, Section 2, Linda Pillow is vacating the position of Secretary, which will be assumed by John Da Via. John Da Via is vacating the position of Vice-President which will be assumed by Blake Hurley. Seconded by Carole Wolf.

Motion carried.

10. New Business

A. None

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11. Board Comment

A. None

12. Adjournment

A. Motion to adjourn was made by Diane Nelson. Seconded by Blake Hurley.
Motion carried.
The meeting was adjourned at 8:08 pm.

Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, May 17, 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)