

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 16 August 2021 6:30 pm
In the Library

1. Meeting called to order - by Dianne Marvaso at 6:29 pm.

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

Also in attendance - Melissa Goins, Director.

Excused: Carole Wolf

3. Public Comment -

A. None

4. Approval of Minutes -

A. A motion was made and seconded to approve the Minutes of 19 July 2021. Motion carried.

5. Approval of Minutes from Special Meeting 2 August 2021

A. A motion was made and seconded to approve the Minutes of Special Meeting, 2 August 2021. Motion carried.

6. Approval of the Agenda -

A. A motion was made and seconded to approve the Agenda for the present meeting. Motion carried.

7. Treasurers Report -

A. Review of Financial Statement for period ending July 30, 2021 - Expenses are consistent with expectations and time of year.

B. Review of Expense Report - Reviewed Expense Report for the July 2021/August 2021, with expenditures totaling \$8,151.10, lower than last month. The Library, rather than the Friends of the Library, is now covering the costs of program presentations. Computer equipment and electronic material subscriptions were major expenses this month.

Public Comment: None.

A motion was made and seconded to approve the Expense Report for the July 2021/August 2021, in the amount of \$8151.10. Motion carried.

C. 2022 Budget - Melissa Goins noted that the proposed budget presented this evening is essentially the same as the one presented at our July meeting with the exception of amounts for part-time and paraprofessional salaries, which were changed as a result of the discussion at that meeting. A motion was made and seconded to approve the 2022 Budget of the Harrison Township Public Library. The formal Resolution to Adopt Budget (General Appropriations Act) will be presented to the Township Supervisor by the first Monday in September as required by law.

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8. Committee Reports -

A. Friends - Next meeting is scheduled for Monday, 27 September 2021 at 6:30 pm as an in-person meeting. A fundraiser is scheduled for Lori's Lick'm Up Ice Cream Parlor on 24 August 2021 from 3-7 pm. It is hosting a Friends Picnic at Waterfront Park on 2 September 2021 from 4-7 pm. The group is looking into a brick paver fundraising project.

B. Compensation Committee - As has been noted previously, an access window for the Director's Office has been ordered. Installation is forthcoming soon.

C. Bylaw & Policy Update Committee - Potential changes discussed previously, a draft of an updated Board of Trustees Ethics/Conduct Policy and three potential changes to the Board of Trustees Bylaws, have been sent to the library attorney for review. We are awaiting a response.

D. Community Analysis Committee -The group met to discuss how to best present the results of the Target Insyght Survey and Report Card for community groups in the near future. The next meeting of the group is 20 August 2021.

E. Future Planning Committee - This committee will delay its first meeting until the Community Analysis Committee has finished its efforts.

9. Directors Report -

A. See appendix.

10. New Business -

A. None.

11. Existing Business

A. None.

12. Board Comment -

A. Trustee Training - None.

13. Adjournment -

A. The meeting was adjourned at 7:52 pm.

Next Meeting -

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, 20 September 2021, at 6:30 pm.

Minutes submitted by John Da Via, Secretary

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Minutes approved:

President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)

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Appendix

Director's report and Library Happenings - August

- Usage statistics
 - July was a good month
 - Electronic usage is declining; primarily regarding library produced digital content
 - Michigan Activity Pass is getting good usage
- The library partnered with Ahepa to bring the Belle Isle Aquarium virtual tour directly to residents in the Ahepa meeting room; The library also brought the Mary Lincoln program to Ahepa residents at an afternoon tea that was well received
- The library had an information table at the Harrison Township Parks and Rec Engine and Eats event on August 7th
- The roof of the library is still not fixed as result of a leak that began in May of last year; the HT Board approved the repairs so they should be happening soon; a new leak has sprung up above the librarians work station; heavy rains caused the ceiling tile to collapse and we lost a butterfly from our exhibit as a result, materials and the children's computer were not damaged; new estimate for repairs in the end of August
- It is our turn as an SLC Library to provide a board member for a three-year term; The term runs from October 1, 2021 - September 30, 2024
- The Library is working in conjunction with the Harrison Township Economic Development Corporation and Michigan Works to host a Job Fair on Monday September 27th from 9am-2pm at Total Sports; business invitations are going out and an electronic signup form is live on our website
- We have number of upcoming outreach events and may need the Library Board to help with information tables at Packet Pickup and Sabre Days at our local schools; staff are working to put together information in a bag to make it easy to hand out information at events
- The library is adding **Infobase Learning Cloud** a self-paced, on-demand professional development platform offering training and information literacy solutions to businesses and business professionals
- New Wow! Internet has been installed and is working well
- Policy revisions from last meeting were sent to our attorney for final review.