

**MEETING MINUTES**  
**Harrison Township Public Library Board of Trustees**  
**Monday, 20 September 2021 6:30 pm**  
**In the Library**

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

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

**Also in attendance** - Melissa Goins, Director.

**3. Public Comment** -

A. None

**4. Approval of Minutes** -

A. A motion was made and seconded to approve the Minutes of 16 August 2021. Motion carried.

**5. Approval of the Agenda** -

A. A motion was made and seconded to amend the present agenda to add "Book Nook Discussion" to Number 9 below **New Business**. Motion carried. A motion was made and seconded to approve the Agenda for the present meeting as amended. Motion carried. Motion carried.

**6. Treasurers Report** -

A. Review of Financial Statement for period ending August 31, 2021 - Expenses are generally consistent with expectations and time of year. However Carole Wolf noted that irregularities were present in Expenditures figures for Library Director and CARES act. Director Melissa Goins will inquire.

B. Review of Expense Report - Reviewed Expense Report for the August 2021/ September 2021, with expenditures totaling \$16,005.20. The Library, rather than the Friends of the Library, is now covering the costs of program presentations. Suburban Library Cooperative Annual Membership Dues (Annual membership 2 of 2) was the major expense this month.

Public Comment: None.

A motion was made and seconded to approve the Expense Report for the August 2021/ September 2021, in the amount of \$16,005.20. Motion carried.

C. Review of bids - picnic table slabs - Director Melissa Goins presented the bids by two contractors, but recommended tabling the discussion until she could gain more information from the township on the issue.

D. Review of circulation desk staff hourly wage rate. A motion was made and seconded to increase the hourly wages of library associates by one dollar (\$1) per hour to result in a new hourly rate of twelve dollars and fifty cents (\$12.50) per hour, effective September 23, 2021. Director Melissa Goins explained that the raise can be covered within our existing budget. Motion carried.

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**7. Committee Reports -**

A. Friends - Next meeting is scheduled for Monday, 27 September 2021 at 6:30 pm as an in-person meeting. The friends hosted a Friends Picnic at Waterfront Park on 2 September 2021 and sold concessions at the Moose & the Sharks Concert and at the Engine & Eats events. The group is moving forward on a memorial brick paver fundraising project.

B. Compensation Committee -The long-awaited access window for the Director's Office has been delivered and should be installed in the coming days.

C. Bylaw & Policy Update Committee - Our library attorney has returned a draft of her alternative to three potential changes to the Board of Trustees Bylaws that the subcommittee drafted earlier and submitted for her review. We are still awaiting her review of Board of Trustees Ethics/Conduct Policy that we also drafted. Once we have received her recommendations, the group will reconvene to review, discuss, and recommend possible changes at a future board meeting.

D. Community Analysis Committee - The group discussed Community Relations Manager Kayla Dimick's draft of a possible press release and related documentation.

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

**8. Director's Report -** see Appendix below.

**9. New Business -**

A. Book Nook Discussion - The library's book nooks throughout the township and beach are in dire need of repair. Replacement might be the best option. Friends will also be asked to assist.

**11. Existing Business**

A. None.

**12. Board Comment -**

A. Trustee Training - None.

**13. Adjournment -**

A. The meeting was adjourned at 7:36 pm.

**Next Meeting -**

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

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## APPENDIX

### Director's report and Library Happenings

- Usage statistics
  - August was a good month
    - Electronic usage is waning; physical checkouts remain consistent
    - In-person programs and attendance are on the rise; we had 12 in-person programs in August with 310 attendees; we haven't seen numbers like that since February 2020 (pre-pandemic).
- The library had a busy month with many outreach opportunities; We were invited to all 9 local schools for their Back-to-school Packet Pickup, Sabre, or Lancer Days; HTPL handed out 2,235 information packets at these events.
- The roof of the library is still not fixed as result of a leak that began in May of 2020; the HT Board approved the repairs so they should be happening soon; during the current rains the library lost 16 juvenile books that got wet as a result of the leak.
- The Library is working in conjunction with the Harrison Township Economic Development Corporation and Michigan Works to host a Job Fair on Monday September 27<sup>th</sup> from 9am-2pm at Total Sports; 22 business are currently signed up to participate.
- The library added **Infobase Learning Cloud** a self-paced, on-demand professional development platform offering training and information literacy solutions to businesses and business professionals.
- Melissa attended the 9/11 Remembrance Ceremony at the Veteran's Memorial Garden on 9/11; The 9/11 exhibit in the library was mentioned and an invitation was extended to all to visit and view.
- The library hosted a "Tech Time" session at Ahepa; the library was able to help seniors connect to resources on their devices; more help may be needed for the next session.
- Policy revisions from last meeting were sent to our attorney for final review. The policies committee received some suggested revisions. (See 7 C above).

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**Minutes submitted by** John Da Via, Secretary

**Minutes approved:**

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President (HTPL - Board of Trustees)

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Date of Approval

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Secretary (HTPL - Board of Trustees)