

**MEETING MINUTES**  
**Harrison Township Public Library Board of Trustees**  
**Monday, 18 October 2021 6:30 pm**  
**In the Library**

**1. Meeting called to order** - by Dianne Marvaso at 6:31 pm.

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

**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 20 September 2021. Motion carried.

**5. Approval of the Agenda** -

A. A motion was made and seconded to approve tonight's agenda. Motion carried.

**6. Treasurers Report** -

A. Review of Financial Statement for period ending September 30, 2021 - Expenses are generally consistent with expectations and time of year. Carole Wolf noted that corrections were made Expenditures figures for Library Director and CARES act noted last month.

B. Review of Expense Report - Reviewed Expense Report for the September 2021/ October 2021, with expenditures totaling \$7,667.80. No individual items significantly contributed to this total.

Public Comment: None.

A motion was made and seconded to approve the Expense Report for the September 2021/ October 2021, in the amount of \$7,667.80 Motion carried.

C. Review of Township Audit Reports - The Board reviewed documentation of the Township auditor,. Treasurer Carole Wolf stated that all documentation looked correct and in order.

**7. Committee Reports** -

A. Friends - Next meeting is scheduled for Monday, 25 October 2021 at 6:30 pm as an in-person meeting. The group is moving forward on a memorial brick paver fundraising project. The Annual Cookie Walk is scheduled for December 4th. In honor of National Friends of Libraries Week, the Friends are hosting a Used Book Sale, October 15th - 23rd.

B. Compensation Committee -The long-awaited access window for the director's office has been installed. Window dressings will be ordered soon.

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C. Bylaw & Policy Update Committee - No meeting was held since last month. The group will soon reconvene to review, discuss, and recommend possible changes to three items based on the advice of materials submitted to our library attorney.

D. Community Analysis Committee - The group will soon reconvene to discuss 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 attached.

**9. New Business -**

A. Ceiling-mounted projector bids - After reviewing of the quotations from Advanced Lighting & Sound, and from National Communications Corporation, a motion was made and seconded to award the contract for a ceiling-mounted projector including ClickShare to Advanced Lighting & Sound in the amount not to exceed \$7500. Motion carried. Both bids roughly the same. Advanced is working on the Township Hall and is familiar with the building.

B. Investment opportunity discussion - The board reviewed correspondence among Director Melissa Goins, Township Treasurer Larry Tomenello, Township Attorney Robert Huth, and Anne Seuryneck, library attorney. The board had many questions, and tabled discussion until more information is available.

**11. Existing Business**

A. None.

**12. Board Comment -**

A. Trustee Training - None.

**13. Adjournment -**

A. The meeting was adjourned at 8:12 pm.

**Next Meeting -**

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, 15 November 2021, at 6:30 pm.

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**APPENDIX**

**Director's report and Library Happenings**

- Usage statistics
  - o September was a slower month, which is normal;
    - Increase in website traffic; likely job fair related;
    - Increase in electronic checkouts with Freegal and HTPL created content like digital storytimes.
- Our biggest event of the month was the Harrison Township Job Fair hosted in partnership with the Harrison Township Economic Development Corporation; it was a success with many happy businesses and job seekers.
- The roof of the library is repaired; We should have no more leaks.
- The concrete slabs for the picnic tables have been installed.
- The people camera was installed; all equipment is here and Melissa is working with Kidon Security to create people-counting reports on the software.
- The Suburban Library Cooperative received an early literacy grant; HTPL is scheduled to receive 30 board books as a result.
- The LCPS virtual library card data has been updated for this school year.
- The library is working on a publication that will be included with winter taxes.
- HTPL received an invitation and participated in the Yacks PTC Trunk or Treat on Friday, October 15<sup>th</sup>.
- HTPL received an invitation and participated in the Harrison Township Parks and Rec Hallowpalooza on Saturday, October 16<sup>th</sup>.
- Melissa signed up as a workgroup volunteer to help host the Michigan Library Association Annual Conference October 13-14; The conference was informative, well-attended, and appreciated by more than 600 attendees.

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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)