

**MEETING MINUTES**  
**Harrison Township Public Library Board of Trustees**  
**Monday, 15 November 2021 6:30 pm**  
**In the Library**

**1. Meeting called to order** - by Dianne Marvaso at 6:34 pm.

**2. Trustees Present** - Dianne Marvaso, Blake Hurley, John Da Via, Linda Pillow, and Diane Nelson. Carole Wolf 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 18 October 2021. Motion carried.

**5. Approval of the Agenda** -

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

**6. Presentation** - Michael Barry from PFM presented investment options in a slide presentation entitled 'Liquidity Management.'

**7. Treasurers Report** -

A. Review of Financial Statement for period ending 31 October 2021 - Expenses are generally consistent with expectations and time of year.

B. Review of Expense Report - Reviewed Expense Report for the October 2021/ November 2021, with expenditures totaling \$20,667.06. The major expense this month were the costs associated with the contracts for data services and information technology. A motion was made and seconded to approve the Expense Report for the October 2021/ November 2021, in the amount of \$20,667.06. Motion carried.

C. Review of 2021 Budget - After discussion, a motion was made and seconded to table discussion and any decision until our December meeting. Motion carried.

**8. Committee Reports** -

A. Friends - The group is working on a memorial brick paver fundraising project. The Annual Cookie Walk is scheduled for December 4th, from 12:00 - 3:00 pm. The Friends are actively seeking bakers for the event. In honor of National Friends of Libraries Week, the Friends hosted a Used Book Sale October 15th through October 23rd, making \$326.20 during the sale. The Friends and others in the community are seeking help to repair three book nooks throughout the community.

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**Suspension of Agenda -**

A motion was made and seconded to to move item **12** below to this point in the agenda to allow for a presentation by Mike Passmore from Edward Jones on investment options for public institutions. Mr. Passmore had just arrived. Motion carried. Mr. Passmore made his presentation to the board.

**8. Committee Reports - (continued)**

B. Compensation Committee -The long-awaited access window for the Director's Office has been installed. The committee is thus dissolved.

C. Bylaw & Policy Update Committee - The committee will meet 2 December 2021 to discuss information received from our library attorney. This group will also investigate and propose language for a future investment policy.

D. Community Analysis Committee - The group did not meet during the last month.

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

**9. Director's Report**

A. Melissa Goins reported on October 2021 usage and statistics, and patron traffic.

B. Melissa presented colorful, informative, and comprehensive Annual Report and Year in Review documentation.

C. The board reviewed the proposed 2022 Holiday Schedule. A motion was made and seconded to approve the 2022 Holiday Schedule as proposed. Motion carried.

D. Library Happenings - See Appendix.

**10. New Business -**

A. None.

**11. Existing Business**

A. A motion was made and seconded to award a new contract beginning 1 January 2022 until 31 December 2022 to Chris Hearn for IT services in the amount of \$375 per month. This amount is an increase of \$15 per month after no increase since 2019. No other changes were made to his existing contract. Motion carried.

B. A motion was made and seconded to award a new contract beginning 1 November 2021 until 31 October 2022 to T.S. Warren Data Services, LLC for library administration services, including website development, staff and volunteer training in library systems, and coordination of the library's social media presence, in the annual amount of \$7500. No changes in compensation or other language was made to the expiring existing agreement. Motion carried.

**12. Presentation - see Suspension of Agenda in 8 above.**

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**13. Board Comment** - The Board wishes to thank Township Supervisor Ken Verkest for his positive remarks about our library in his recent State of the Township Meeting on 5 November 2021 at the Wheeler Center, L'Anse Creuse Public Schools Administration Building.

**14 . Adjournment -**

A. The meeting was adjourned at 8:57 pm.

**Next Meeting -**

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

**APPENDIX**  
**Director's report and Library Happenings**

- Usage statistics:
  - October was a good month:
    - Increase in electronic usage; HTPL created digital content like digital storytimes; the library currently has 170 videos in our digital collection on YouTube;
    - The kids are back in school and BookFlix usage is on the rise with almost 7,000 uses in October (6954 uses).
- Unable to successfully book an appointment with Kidon Security and configure the needed reports for people counting; the business continues to be unresponsive to text messages, emails, and phone calls.
- The library submitted a flyer that will be included with winter taxes about library resources.
- The library submitted an updated blurb to be included in the water bill newsletter.
- Our full-service librarian has accepted full-time employment at a new job; she can no longer commit to 15 hours per week; Some of her hours and work load will be reconfigured and moved to other librarians.
- The library hours sign on the front door was replaced with an adhesive decal; clean, modern look.

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- HTPL was not awarded the ARPA Grant for the video production equipment; Melissa is researching video recording cameras that can record good quality productions and are mobile so the staff can shoot YouTube videos at remote locations in our community. Around \$1000 remains in the technology budget this year and will be used to purchase a camera and tripod.

**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)