

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 20 December 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, John Da Via, Carole Wolf, 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 15 November 2021. Motion carried.

5. Approval of the Agenda -

A. A motion was made and seconded amend the proposed agenda to add 7 E Directors Evaluation Committee and to designate items 9 A and B and 10 A into voting items. After a short discussion, the motion to adopt the amended agenda carried.

6. Treasurers Report -

A. Review of Financial Statement for period ending 30 November 2021 - Expenses at the average range of 92% are generally consistent with expectations and time of year.

B. Review of Expense Report - Reviewed Expense Report for the November 2021/ December 2021, with expenditures totaling \$19,876.87. The major expense this month were the costs associated with purchase and installation of a ceiling projector and book orders. A motion was made and seconded to approve the Expense Report for the November 2021/ December 2021, in the amount of \$19,876.87. Motion carried.

7. Committee Reports -

A. Friends - The group is continuing work on a memorial brick paver fundraising project. The Annual Cookie Walk on December 4th raised over \$2000. The Friends are currently hosting a BOGO Used Book Sale December 4th through December 30th. The Friends are now selling snacks in the library for \$1.00 each. The Friends Book Nook located near the McDonald's on Metro parkway and Crocker was replaced. A big thank you goes out to Michael and Nancy Motrinc for donating supplies and coordinating the effort and to Bill Servial for donating his time, services, supplies, and expertise in rebuilding the unit.

B. Bylaw & Policy Update Committee tabled any vote on changes proposed and reviewed to date so that additional changes can be discussed and possibly added all at once. The next meeting of this group will be 5 January 2022 at 1:00 pm at the library.

C. Community Analysis Committee did not meet. The next scheduled meeting is 10 January 2022 at 1:00 pm at the library.

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

E. A Director's Evaluation Committee was formed in accordance with our Bylaws. Carole Wolf, Diane Nelson, and John Da Via will meet on 4 January 2022 at 4:30 at the library.

8. Director's Report

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

B. Library Happenings - See Appendix.

9. New Business -

A. Director's health benefit review. A motion was made and seconded to revise the amount of the director's health benefit plan from \$6,000.00 to \$6408.00 in 2022 due to insurance cost increases. The proposed increase had been anticipated, and is already accounted for in the 2022 library budget. Motion carried.

B. A motion was made and seconded to approve the new billing rate from Foster, Swift, Collins & Smith, Attorneys, for requested legal services beginning February 1st, 2022. After discussion, motion carried.

10. Existing Business

A. Year-end budget analysis. A motion was made and seconded to deduct \$2,400.00 from Contingency and increase the following budgets: Unemployment Compensation, by \$150.00; Product Cost, by \$350.00; Acct. Services - Audit by \$100.00; and Internet Services, by \$1,800. After discussion, motion carried.

11. Board Comment - The Board reflected a recent webinar from United For Libraries about censorship requests and library collections.

12 . Adjournment -

A. The meeting was adjourned at 8:09 pm.

Next Meeting -

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, 17 January 2022, at 6:30 pm.

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APPENDIX

Director's report and Library Happenings

- Usage statistics:
 - November was a slower month.
 - Physical visits are down; Covid-19 numbers are up;
 - Large spike in electronic usage though it may be falsely bloated (25,800 clicks, a 451% increase); some of our YouTube videos were suggested videos, which caused high click rates, but low view rates; we had 37 new YouTube channel subscribers in November.
- 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; A third party has looked at our system and suggested that the people counting camera installed by Kidon Security does not actually have the ability to count people.
- A flyer for the library was included in the tax bill outlining library services
- The library newsletter for January, February, March was submitted and will be mailed to all HT homes on January 4th.
- Melissa met with Josh Saputo from Verizon; data services for the 5 Verizon hotspots will move directly to Verizon on January 16, 2022, which is a flat-rate plan and cheaper than our current service plan.
- The ceiling-mounted projector is installed.
- Annual evaluations for HTPL employees were conducted.
- A new ceiling leak was discovered in the non-fiction section near the window; the township is taking preventative measures.
- Melissa applied for MI-83 kits available through The Library Network; 3 types of kits are available Computing Technology Kits, Online Programming Kits, and Outdoor Programming Kits; we should know by the end of the month if our requests are approved.
- Melissa and Renée met with the Economic Development Corporation of Harrison Township to plan future partnership opportunities, talk about the GoLibraryCard program, and inform area businesses of Infobase Learning Cloud that is available to all area businesses and their employees; all were well received.
- Melissa met with the Library of Michigan representative that reviewed the ARPA grants for feedback on the grant we were not awarded and tips for future grants; HTPL was not awarded the ARPA grant because of the competitive nature and greater community need for applicants in other communities; need was determined by county unemployment rates, poverty rates, and broadband access statistics.
- John DaVia and I met with Superintendent Erik Edoff regarding a partnership with the Pankow Construction program to rebuild 2 of the Community Book Nooks.
- The library increased SLC deliveries to 5 days a week, Monday through Friday.

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- Ancestry.com will no longer offer at-home access in 2022; in-library use will still be available.

Donations

- The library received a generous donation of \$50 from Nancy Krzeszak in memory of Connie Mott.

Minutes submitted by John Da Via, Secretary

Minutes approved:

President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)