

**MEETING MINUTES**  
**Harrison Township Public Library Board of Trustees**  
**Monday, 17 January 2022 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, John Da Via, Carole Wolf, Linda Pillow, and Diane Nelson.

**Also in attendance** - Melissa Goins, Director, and midway through the meeting, Ken Verkest, Township Supervisor.

**3. Public Comment** -

A. None.

**4. Approval of the Agenda** -

A. A motion was made and seconded to amend the proposed agenda to add four items:

7 F Director Evaluation Committee \*;

9 B Proposal for an ad hoc Director's Compensation Committee;

9 C Transfer of Funds to Savings for Future Growth Account \*;

9 D Discussion with Township Supervisor Ken Verkest.

After a short discussion, the motion to adopt the amended agenda carried.

**5. Approval of Minutes** -

A. A motion was made and seconded to approve the Minutes of 20 December 2021. Motion carried.

**6. Treasurers Report** -

A. Review of Financial Statement for the period ending 31 December 2021 - Expenses are at 99.2 %, generally consistent with expectations at end of year. Revenues are on track.

B. Review of Expense Report - Reviewed Expense Report for the December 2021/ January 2022, with expenditures totaling \$13,372.81. The major expense this period was for Hotspot Services, the last expense we will incur from our current vendor. A motion was made and seconded to approve the Expense Report for December 2021/January 2022, in the amount of \$13,372.81. Motion carried.

**7. Committee Reports** -

A. Friends - Forms are now available for purchase of memorial brick pavers. The cost is \$100 for the first paver, \$70 for each additional paver. The Friends are now selling snacks in the library for \$1.00 each. Friends are also distributing "Love Your Library" donation jars throughout the Harrison Township merchant community.

B. Bylaw & Policy Update Committee met on 5 January 2022, to review and finalize changes to the Conduct Policy and changes to the HTPL Bylaws. The board tabled a vote on the final draft to the Conduct Policy. The group also presented the revised HTPL Bylaws with

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changes to Articles VI, VII, and VIII. As per policy, the board will vote on the updated Bylaws at its next monthly meeting.

C. Community Analysis Committee met on 10 January 2022 to review a pending press release documenting findings from the recent Target Insight Public Survey and Executive Summary. The press release should be completed soon.

D. Future Planning Committee - First meeting is pending.

E. The Finance Committee, comprised of Carole Wolf and Diane Nelson, met on 17 January 2022 to formulate the information in 6 A above.

F. The Director's Evaluation Committee met on 4, 11, and 17 January 2022. The committee surveyed a randomly selected group of board members, library staff, and a township official to evaluate the performance of our Director, Melissa Goins, over the past year. The results were impressive. Melissa's average rating was 4.78 based on a 1 to 5 point scale, where 5 is considered 'Outstanding, far exceeding performance criteria,' on twenty-three areas surveyed. Not one of the areas surveyed had less than a 4.4 rating. A motion was made and seconded to accept the findings of the committee, that she is an outstanding director. Motion carried unanimously. Our community is incredibly fortunate to have Melissa Goins as our Director.

**8. Director's Report -**

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

B. Library Happenings - See Appendix.

C. Review of Collection Development Policy. Melissa Goins reviewed and discussed with the board Policy INF-01-1, which documents 'the principles that guide collection development and establishes the criteria for the selection and weeding of library materials.'

D. Melissa Goins and board reviewed and discussed 3-6-12 month goals for 2022.

**9. New Business -**

A. The Bylaw and Policy Update Committee proposed that the board adopt as a standing committee a Bylaws and Policies Committee, which is reflected as a recommended change noted in 7 B above. The board tabled action until its February meeting.

B. Director's Compensation Committee - A motion was made and seconded to form an ad hoc Director's Compensation Committee. Motion carried. Blake Hurley, Carole Wolf, and Diane Nelson will serve as members.

C. The Finance Committee recommended transferring \$200,000 from General Savings to the Savings for Future Growth Fund. A motion was made and seconded. Motion carried.

D. Township Supervisor Ken Verkest presented the board with an update on exploratory plans of the Harrison Township Board. \*\*

**10. Existing Business -**

A. None.

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**11. Board Comment -**

A. Trustee Training - The Board discussed a recent United For Libraries Learning Live webinar entitled "Friends and Foundations Working Effectively with the Library."\*\*\*

**12 . Adjournment -**

A. The meeting was adjourned at 9:21 pm.

**Next Meeting -**

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, 21 February 2022, at 6:30 pm.

## **APPENDIX**

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

- Usage statistics
  - December is typically a slow month as people are busy with holidays.
    - Physical visits are down; Covid-19 numbers are up.
    - Large spike in electronic usage again this month though it may be falsely bloated (22,000 clicks); the same 2 YouTube videos were suggested videos, which caused high click rates, but low view rates; we had 29 new YouTube channel subscribers in December and 66 new subscribers in the last two months.
- 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.
  - Update: Zack from Kidon responded on December 29<sup>th</sup> that a new camera is on the way and he should be able to swap it out the first or second week in January. No response to my last text message on Tuesday, Jan. 11, 2022.
- A newsletter covering all programs from January-March went out to all Harrison Township homes.
- 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; all requests were approved. HTPL will receive:
  - Computing Technology Kit - 3 laptops

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- Librarians would like to use laptops for public in-house use (checkout) and to reserve them for technology programs as needed
  - Online Programming Kit - Digital Camera, Microphone, Tripod, Greenscreen, Webcam, Kit Container
  - Outdoor Programming Kit - PA Speaker System and Microphone, 10x10 Weather Canopy.
- HTPL will receive \$1725 in ebooks and e-audiobooks through MI-83 Digital Connection grant; SLC libraries will proceed as a group and pool the funds for purchases in our shared OverDrive account.
- Knitting/Crochet group is looking for donations of yarn, fleece, or craft store gift cards as part of their charity work for Project Linus, a group that gives blankets as comfort items to hospitalized children.
- Due to high numbers of Covid cases locally and for the safety of all, the library has moved some craft programs to Take and Make crafts, rescheduled some in-person programs like Puzzle on the Double, and made Zoom options available for select in-person programs.
- Melissa, Tina, and Renée met with the video production contact for the cable channel; he gave us some great advice for video production projects.
- Renée has connected with the broadcasting instructor at Pankow; they hope to work together on an oral history project for the library; Renée is applying for project grant.

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

**Minutes approved:**

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President (HTPL - Board of Trustees)

\_\_\_\_\_  
Date of Approval

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Secretary (HTPL - Board of Trustees)

\* denotes voting item.

\*\* chronologically 9 D took place midway through the Director's Report 8 B.

\*\*\* chronologically 11 A took place during the Committee Reports, Friends 7 A.