

**MEETING MINUTES**  
**Harrison Township Public Library Board of Trustees**  
**Monday, 21 February 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 Beverley Ortman, of the Friends of the Library.

**3. Public Comment** -

A. None.

**4. Approval of the Agenda** -

A. A motion was made and seconded to approve the proposed agenda.

**5. Approval of Minutes** -

A. A motion was made and seconded to approve the Minutes of 17 January 2022. Motion carried.

**6. Treasurers Report** -

A. Review of Financial Statement for the period ending 31 January 2022 - Expenses are at 8% generally consistent with this time of year. Only discussion was about expenses paid quarterly. Revenues are on track.

B. \* Review of Expense Report - Reviewed Expense Report for the January/February 2022 interim, with expenditures totaling \$13,803.28. The major expense this period was for the winter newsletter. A motion was made and seconded to approve the Expense Report for January/February 2022, in the amount of \$13,803.28. Motion carried.

**7. Committee Reports** -

A. Friends - Beverley Ortman, Vice President of the Friends of the Library, discussed the following fundraising items:

1. Desserts for the Fish Fry, March 4th, 4-7 pm at St. Hubert's Catholic Church;
2. Progress on the "Love Your Library" Donation Jars at area businesses;
3. Snacks now on sale at the Library for \$.50 each;
4. Commemorative brick pavers for outside the main entrance to the Library - \$100 for first paver, \$70 for each additional paver.

And two additional items:

1. The progress on the Friends of the Library Website;
2. The desire for an additional book nook for placement at the Metro Beach Marina.

The next meeting of the Friends of the Library will be 14 April 2022 at 6:30 pm.

B. \* Bylaw & Policy Update Committee met on 21 February 2022, to review and finalize changes to the Conduct Policy and changes to the HTPL Bylaws. A motion was made and

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seconded to adopt the changes. Motion carried. The group also presented the revised HTPL Bylaws with changes to Articles VI, VII, and VIII as were presented at our January meeting. A motion was made and seconded to adopt the changes to Articles VI, VII, and VIII of the Library Bylaws. Motion carried.

C. Community Analysis Committee - The press release highlighting the results of the community survey by Target Insyght was sent out in early February. A Journal article followed on February 8th.

D. Future Planning Committee - The committee has met twice, discussing the desirability of a Community Needs Assessment. Such needs already identified: lack of space in present location; leaky roof potentially damaging present resources; and ADA issues. The group recommends a professional Community Needs Assessment to be completed as soon as possible.

E. The Finance Committee met 21 February 2022. In reviewing 6A above, they noted that finances are well-aligned at this time.

**8. Director's Report -**

A. Melissa Goins reported on January 2022 usage and statistics, and patron traffic.

B. \* Library Happenings - See Appendix. Upon review of the information concerning the on-going problems with the people-counting technology purchased from Kidon Security, a motion was made and seconded to empower Director Melissa Goins to file a Small Claims Action on behalf of the Library against Kidon Security for removal of the technology it installed in the Library and refund of all amounts that have been paid to the company. Motion carried.

C. Melissa Goins informed the Board of the election dates to permanently fill the Board position of James Bilen.

D. The server switch upgrade is underway at the cost of \$1,000.00.

E. Melissa Goins discussed the desire to revise the Adult Librarian position to a part-time salaried position. Discussion and action are tabled.

**9. New Business**

A. \* The Board reviewed the detailed MCACA Grant Application "Library from Scratch" detailing the creation of a short local history production documenting the recent establishment of the library. A motion was made and seconded to support the matching funds of \$6,804, should the MCACA grant be approved. Motion carried.

B. \* The Board reviewed the wages of the Library Associates and the Community Relations Manager in reference to the same positions at other libraries. A motion was made and seconded to raise the hourly wage of Library Associates to \$13.00 per hour effective 24 February 2022. Motion carried. A motion was made and seconded to raise the hourly wage of Community Relations Manager to \$17.00 per hour effective 24 February 2022. Motion carried.

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C. \* The Board reviewed three quotes from companies for back-up and recovery plans. A motion was made and seconded to award the project to Marco, for \$6863.28, the lowest bid and a company with which the library currently does business.

D. Review Community Needs Assessment quotes - See item 7D above.

**10. Existing Business -**

A. The Board discussed the desire for a second public opinion poll to be conducted by Target Insyght. Priority at this time is to conduct a Community Needs Assessment (see 7D above). A second public opinion poll may follow.

B. Melissa Goins shared with the Board security system analysis completed by Abel Electronics, in reference to cameras such as the one installed by Kidon Security. (See 8B, above).

**11. Board Comment -**

A. Trustee Training - The Board discussed recent webinars individual board members have viewed hosted by Red, Wine, and Blue on censorship in school libraries.

B. Copies of the agenda and other meeting information will be provided to the public at future meetings.

**12 . Adjournment -**

A. The meeting was adjourned at 8:50 pm.

**Next Meeting -**

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

**APPENDIX**

**Director's report and Library Happenings**

- Usage statistics
  - January usage was good; hard to compare with last year since we moved to curbside service for part of January 2021.
    - computer and wi-fi usage is up.
- SLC teacher appreciation - The SLC is putting together baskets for Teacher Appreciation week May 2-6; all SLC libraries will receive a basket for each middle and high school (HT has 3 total); libraries are encouraged to include their own materials for teacher support like Tutor.com and summer reading information.
- HTPL was invited to attend the Early Childhood Center Open House on February 24<sup>th</sup> from 5:30-7:30 pm.
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- HTPL is partnering once again with the HT Economic Development Corporation for a Job Fair on Tuesday, April 26<sup>th</sup>; so far 2 local school districts have committed to bussing interested students to the event.
- 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 professional third party has looked at our system and provided a professional analysis.
  - The last response received from Kidon was December 29<sup>th</sup> that a new camera was coming 1<sup>st</sup> or 2<sup>nd</sup> week in January; Kidon did not respond to 2 text messages in January, 2 text messages in February, and 1 email in February.
- HTPL received 30 board books provided by the Michigan Humanities and the National Endowment for the Humanities as part of the CARES relief grants.
- 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.
- The library is once again serving as a collection location For the Love of Pets collection drive put on by Sidney Bates, a Harrison Township teen.
- Melissa and Tina met with the new director of the Lake St. Clair Nature Center, Erin Parker; we hope to partner up for some upcoming endeavors.
- The library sent out a press release regarding the 2021 public survey; the Journal included an article February 8th <https://tinyurl.com/ycxs3he>.
- The library will once again partner with Lake St. Clair Metropark for Book Break at the Beach to offer story times in the playground pavilion over the summer on Mondays at 11am.

**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)

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\* denotes voting item.