

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 21 March 2022 6:30 pm
In the Library

1. Meeting called to order - by Dianne Marvaso at 6:28 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 add 11 B. Review of Adult Librarian Salary Compensation to the agenda. Motion carried.

B. A motion was made and seconded to approve the amended agenda. Motion carried.

5. Approval of Minutes -

A. A motion was made and seconded to approve the Minutes of 21 February 2022. Motion carried.

6. Presentation - Mr. Jeff Anderson from Michigan Class spoke to the group about investment options for public libraries.

7. Treasurers Report -

A. Review of Financial Statement for the period ending 28 February 2022 - Expenses at 16% are generally normal for this time of year. Revenues are on track.

B. * Review of Expense Report - Reviewed Expense Report for the February/March 2022, with expenditures totaling \$7,775.86. The major expenses for this period the Directors and Officers Policy Renewal and Overdrive electronic materials. A motion was made and seconded to approve the Expense Report for February/March 2022, in the amount of \$7,775.86. Motion carried.

8. Committee Reports -

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

1. The Friends group has not met since our last meeting. The next meeting is 14 April 2022 at 6:30 pm;
2. Work on the Friends' logo is almost complete. Thanks to Blake Hurley and Sylvia Arakelian for their hard work on this;
3. The amount earned from the St. Hubert Fish Fry Bake Sale is not final at this

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time. The sale netted \$1100 before expenses;

4. The amount earned from the Love Your Library February Donation Jars is not final, but all jars have been returned;

5. Three members of the Friends Board will be attending a zoom conference on Friends of the Library Super Supporters, 7 April 2022.

B. Bylaw & Policy Update Committee will meet 22 March 2022 at 1 pm to draft an Investment Policy.

C. Community Analysis Committee - Has completed its mission, will no longer be listed.

D. Future Planning Committee - The committee presented the board with three proposals for a Needs Assessment. After review and discussion, a motion was made and seconded to contract with Daniels and Zermack and proceed with Items 1 and 2 from their work plan proposal for an amount not to exceed \$20,000. Motion carried.

E. The Finance Committee met 21 March 2022. See 6A above.

F. * Director's Compensation Committee - After reviewing Library Director salaries with libraries similar to ours, and discussing their findings, the committee made a recommendation to increase our Library Director's Salary on the basis of her excellent last evaluation. A motion was made and seconded to increase by 4 per cent the salary of the Library Director to \$65,520.00, an increase of \$2,520, effective March 24, 2022. Motion carried. Next, a motion was made to move \$2520 from Contingency Account 271-000.000-956.000 to the Library Director Account 271-000.000-704.000. Motion carried.

9. Director's Report -

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

B. Library Happenings - See Appendix.

10. New Business -

A. * Review Needs Assessment Bids - See 8 D. above.

B.

11. Existing Business -

A. * Review bid for second public opinion survey with Target Insyght. The Board reviewed and discussed the information provided by Target Insyght. A motion was made and seconded to award a contract to Target Insyght for \$9,800 to conduct a second public opinion survey. Motion carried. A motion was made and seconded to move \$10,000 from Contingency Account 271-000.000-956.000 to Outside Services Account 271-000.000-810.000. Motion carried.

B. * Review of Adult Librarian Salary Compensation - At the request of Renee Nixon,

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our present Adult Services Librarian, a motion was made and seconded to revise the Adult Services Librarian pay agreement to begin 1 April 2022 as a part-time salary position with an anticipated 20 to 25 hours per week, at \$300 per week, or \$600 per pay period. Motion carried.

12. Board Comment -

A. Trustee Training - The members who had virtually attended the United for Libraries session by John Chrastka raved about his presentation.

13 . Adjournment -

A. The meeting was adjourned at 8:58 pm.

Next Meeting -

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, 18 April 2022, at 6:30 pm.

APPENDIX

Director's report and Library Happenings

- Usage statistics:
 - February usage was average for usage this time of year; YouTube video clicks are slowing down, which we were waiting to happen.
- HTPL was awarded \$2000 for the *Library from Scratch* oral history project; budget was revised.
- HTPL was invited to present at L'Anse Creuse Middle School Central; Tina and Melissa will be presenting to classes over 3 days next week about virtual library cards for students and all HTPL has to offer.
- HTPL is partnering once again with the HT Economic Development Corporation for a Job Fair on Tuesday, April 26th; so far 4 local school districts have committed to bussing interested students to the event.
- Postcards were mailed to all HT businesses inviting them to participate in the job fair.
- The library sent out a press release regarding the upcoming job fair on April 26th.
- HTPL was mentioned as part of an article about Macomb libraries in Macomb Now magazine.
- A letter with delivery tracking was sent to Kidon Security requesting a full refund and pickup of all installed security equipment. The letter was delivered on March 10th. The company has not yet responded.
- HTPL is beginning to connect with local businesses to partner up for library programs; Legacy Partner Insurance Services on Bridgeview is partnering with the library for Shred Day on Saturday, May 14 from 11:00 am to 1:00 pm.

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- HT crew members will do their best to seal the roof of the library; no plans to repair the roof are being made as the township explores other building options.
- An HTPL staff meeting was held on March 3 with guest presenter, Rachel Prevatt, from Disability Rights Michigan, who conducted disability sensitivity training.

Minutes submitted by John Da Via, Secretary

Minutes approved:

President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)

* denotes voting item.