

**MEETING MINUTES**  
**Harrison Township Public Library Board of Trustees**  
**Monday, 20 June 2022 6:30 pm**  
**In the Library**

**1. Meeting called to order** - by Blake Hurley at 6:35 pm.

**2. Trustees Present** - Blake Hurley, Carole Wolf, John Da Via, Diane Nelson and Linda Pillow.  
Excused - Dianne Marvaso.

**Also in attendance** - Melissa Goins, Director; Beverley Ortman, of the Friends of the Library;  
By Zoom: Seth Penchansky, Daniels and Zermack.

**3. Public Comment** -

A. None.

**4. Approval of the Agenda** -

A. \* A motion was made and seconded to move Item **8 A. Friends Report** to **6**, adjusting the items following it accordingly. Motion carried.

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

**5. Approval of Minutes of 16 May 2022** -

A. \* A motion was made and seconded to approve the Minutes of 16 May 2022.  
Motion carried.

**6. Friends Report** -

Beverley Ortman, Vice President of the Friends of the Library, reported that:

A. The Friends have volunteered to work the concessions for the Township concerts in June, July, and August. They will also have a jar available for attendees to make donations at these events.

B. The Friends will conduct a Used Book Sale during the Summer Reading Kick-off on June 25th.

C. Lori's Lick'em Up fundraiser is scheduled for 23 August 2022.

D. The Friends have revised their membership list, and have sent a letter to group members highlighting past efforts and future activities.

**7. Presentation by Zoom** -

Seth Penchansky, Daniels and Zermack by Zoom reviewed Highly Important Memo #4 from our recent Needs Assessment. Discussion ensued.

**8. Treasurers Report** -

A. Review of Financial Statement for the period ending 31 May 2022 - Expenses are generally at 41%, normal for this time of year. Revenues are on track.

B. \* Review of Expense Report - Reviewed Expense Report for May/June 2022, with expenditures totaling \$22,920.60. The major expenses for this period were for library

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automation services, public survey services, and summer newsletter mailing. A motion was made and seconded to approve the Expense Report for April/May 2022, in the amount of \$22,920.60. Motion carried.

**9. Committee Reports -**

- A. Bylaw & Policy Update Committee has tabled for the time being our attorney's draft of an Investment Policy.
- B. Future Planning Committee - See 7 above.
- C. The Finance Committee met 20 June 2022. See 8 above.

**10. Director's Report -**

A. Melissa Goins reported on May 2022 usage and statistics, and patron traffic. Typically May is one of the slower months of the year; this year follows suit:

- The Suburban Library Cooperative has funds waiting in an account for Early Literacy; A plan is in the works to supply Burgeon activity panels in SLC libraries; the numbers are being calculated in the hopes that each SLC library will get 1 activity panels and libraries can exchange them amongst each other; This plan was approved by the SLC Directors and will head next to the SLC Board for approval; Directors were instructed to begin thinking about a good spot for their panel installation.
- Email invitations were sent to all local representatives to attend or participate in the Summer Reading Kick-off; Long-time supporter, Tony Forlini, will donate hot dogs and buns as well as man the grill; others have not responded or will not participate.
- HTPL has posted an open Substitute Library Associate position; applications accepted through June 20, interviews the week of June 27, with a hire starting as soon as possible after.
- The Book Nooks have been repaired/rebuilt by the Pankow Construction program and are back in place at their locations.
- The Storytellers program has been fired back up; 6 new storytellers have signed up to volunteer; 2 storytimes booked with Graham Summer Camp this summer.
- Local artist, Marilyn Bardill, has loaned HTPL her artwork to display in the library; She plans to change out the paintings seasonally.
- Free Covid-19 home test kits from MDHHS are still available for distribution; The program will continue while supplies are available.
- Mobile Beacon is upgrading our old Sprint hotspots with new T-Mobile hotspots free of charge; the new hotspots will be in circulation soon.
- The Summer 2022 newsletter has been delivered to all HT homes and businesses.
- Target Insyght has been contracted and will conduct a public survey on behalf of the library within the next few weeks.

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- Three of the new LED lights went dark during the last power outage; power outages are not covered under the warranty for the lights; replacements have been ordered; APEC Electric will install the new units when they arrive.
- HTPL is scheduled at L'Anse Creuse Middle School South for presentations to all Middle Schoolers about the library and summer reading.
- HTPL has conducted interviews to hire videographers for the Library from Scratch Oral History project; 4 very good candidates are being considered.
- Electronics Recycling Day scheduled for 11am-1pm on Saturday, June 18th.
- Summer Reading Kick-off scheduled for Saturday, June 25<sup>th</sup> from 12-3pm with a Balloon twisting workshop at 1pm;
- The library will be closed Monday, July 4 in observance of Independence Day

**11. New Business -**

A. None.

**13. Existing Business -**

A. None

**11. Board Comment -**

- A. John Da Via reported on the progress that the Construction Trades Department at L'Anse Creuse's Pankow Center is making on repairing our Book Nooks.
- B. Dianne Marvaso thanked the Board for their support at the passing of her husband Norman Marvaso.

**12 . Adjournment -**

A. The meeting was adjourned at 8:07 pm.

**Next Meeting -**

A. The next monthly meeting of the Harrison Township Library Board of Trustees is scheduled for **Monday, 18 July 2022, at 6:30 pm.**

**Minutes approved:**

\_\_\_\_\_  
Presiding Officer (HTPL - Board of Trustees)

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

\_\_\_\_\_  
Secretary (HTPL - Board of Trustees)

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\* denotes voting item.