

**Agenda**  
**Harrison Township Public Library**  
**Meeting of the Library Board**

**Tuesday, 25 October 2022**  
**4:00 pm**

**In the Township Administration Office Conference Room**

*Our library is a community center for lifelong discovery -  
Gather, Learn, Share, Create!*

Dianne Marvaso - President  
Blake Hurley - Vice President  
Carole Wolf- Treasurer  
John Da Via - Secretary

Trustees  
Linda Pillow  
Diane Nelson

Melissa Goins, Director

**1. Call to Order**

**2. Roll Call**

**3. Public Comment**

**4. Approval of the Agenda**

A. \*

**5. Approval of the Minutes from 19 September 2022**

A. \*

**6. Friends Report**

**7. Treasurer's Report**

- A. Review of Financial Statement by Finance Committee
- B. \* Review of Expenses
- C.

**8. Committee Reports**

- A. Bylaw & Policy Update Committee
- B. Future Planning Committee
- C. Finance Committee
  - 1. \* Addition to Investment Policy, Section 3Ai.
  - 2. \* Adoption of Procedures to Transfer Funds under Investment Policy
  - 3.\* Election of Authorized Representative
  - 3. \* Approval of Letters of Transmittal Withdrawal Request Form
  - 4. \* Initial Investments

D.

**9. Director's Report**

- A. September 2022 usage and statistics, and patron traffic tracking
- B. Library Happenings
- C. 2021 Annual Report and Year in Review
- D. Final Draft of Feasibility Study and Needs Assessment
- E.

**10. New Business**

- A. Review of New Contract for Tom Sycko-Miller - Systems Administrator
- B.

**11. Existing Business**

- A.

**12. Board Comment**

- A. Trustee Training
- B.

**13. Adjournment**

Next Harrison Township Public Library Board Meeting -  
**21 November 2022 at 6:30 p.m.**

Submitted by: John Da Via, Secretary

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\* - denotes voting item