

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, January 15, 2018
6:30 PM
In the Public Library of Harrison Township

1. Meeting Called to Order by President, Dianne Marvaso at 6:30 pm.

2. Trustees Present

Dianne Marvaso, Carole Wolf, Linda Pillow, John Da Via, Jim Bilen, Linda Silvonen
Also in attendance: Acting Director Melissa Goins

3. Approval of Minutes from December 18, 2017

A. Motion to approve the minutes was made by Linda Silvonen, seconded by John Da Via.
Motion Carried.

4. Public Comment

A. None

5. Approval of the Agenda

A. Motion made by John Da Via to amend the agenda by moving Committee Reports to the end of the agenda, and present Directors Committee report in closed session. Further add for discussion, #1 Melissa Goins to participate on the interview committee. #2 review of interview questions, and #3 review of credential check reports. Seconded by Linda Silvonen to approve the agenda with the addition. Motion carried.

6. Treasurers Report

A. Review of Expenses - The balance sheet was reviewed, remains consistent with anticipated revenues and expenditures. Auditors report for 2017 will be conducted in February/March 2018. Expenses for the December 2017/January 2018 total \$6,813.33, which included promotional fliers. Motion made by Jim Bilen by approve expenditures for the December 2017/January 2018 in the amount of \$6,813.33. Seconded by John Da Via. Motion carried.

7. Directors Report - reported by Melissa Goins, Acting Director

A. Book drop - malfunction has occurred with the current book drop, and maintenance reports it cannot be repaired. Options reviewed regarding purchase of a new book drop. Motion made by Linda Silvonen to amend the budget to allow the purchase of a book drop up to \$6,500, and approve the purchase of a book drop up to \$6,500 pending answers regarding warranty, installation, and replacement parts. Seconded by Jim Bilen. Motion carried.

B. Melissa Goins to follow up with Dan Hutchins regarding 2018 budget and new staff computers.

C. Flier went out via C&G news.

D. McDonald fundraiser scheduled via Friends for Tuesday, January 16, 2018.

E. Jack Lessenberry scheduled for October 20, 2018 to review ballot proposals.

F. Library staff have noted continued problems with the fax line at the library. We have been utilizing a fax to email service, costing approximately \$30 per month. Recommendation is for a dedicated phone line for a fax machine. The cost is approximately \$30 per month.

G. Nonfiction DVD's now have their own section.

H. Melissa Goins will be on vacation 2-11-18 to 2-14-18.

J. Overdrive Changes - budget will be increased 20%. Harrison Township Library's portion will be a \$313 increase for the year of 2018. Harrison Township has now signed up for the Advantage Plus.

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8. Old Business

- A. Kanopy Update - continue to await updates.
- B. Capital Funds Update - no comment

9. New Business

- A. No new business.

11. Board Comment

- A. None.

12. Committee Reports

- A. Directors Committee -

- 1. Recommendation made to add Melissa Goins to the Directors Interview Committee. Motion made by John Da Via to add Melissa Goins to the Directors Interview Committee. Seconded by Jim Bilen. Motion carried.
- 2. Reviewed and finalized questions for the interview process scheduled for 1-18-18.
- 3. Credential Checks for potential candidates reviewed.

13. Adjournment

- A. Motion to adjourn was made by Linda Silvonen. Seconded by John Da Via. Motion carried. The meeting was adjourned at 8:27 pm.

Next Meeting

- A. An open meeting to interview candidates for the Director position will be conducted on Thursday, January 18, 2018 at 5:30 pm at the Harrison Township Public Library.
- B. The next monthly meeting of the Library Board of Trustees will be held on Monday, February 19, 2018 at 6:30 pm at the Harrison Township Public Library.

Minutes submitted by Linda Pillow, Secretary
Minutes approved:

President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL – Board of Trustees)