

# MEETING MINUTES

Harrison Township Public Library - Board of Trustees

Monday, February 19, 2018

6:30 PM

In the Public Library of Harrison Township

---

**1. Meeting Called to Order** by President, Dianne Marvaso at 6:31 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 January 15, 2018**

A. Motion made by Linda Silvonen, seconded John Da Via approve minutes of January 15, 2018. Motion carried.

**4. Public Comment**

A. None

**5. Approval of the Agenda**

A. Motion made by John Da Via to accept the February agenda as written. Seconded by Linda Silvonen. Motion carried.

**6. Treasurers Report** - reported by Carole Wolf

A. Review of Expenses - Awaiting credit for tax receipts. Expenses noted in the amount of \$9,129.22 for the interim December 2017/February 2018. Motion made by Linda Pillow to approve the Expense Report for the December 2017/February 2018 interim in the amount of \$9,129.22. Seconded by Linda Silvonen. Motion carried.

**7. Committee Reports**

A. Directors Search Committee met with Melissa Goins, and have drawn up a contract for employment as Director of the Harrison Township Library. Motion made by John Da Via to employ Melissa Goins as Director of the Harrison Township Library, effective 3-1-18. Seconded by Linda Silvonen. Motion carried.

**8. Directors Report** - reported by Melissa Goins, Acting Director

A. Kanopy Update - the service is up and now running.

B. Book Drop Update - Melissa obtained information on the warranty for the Kingsley drop box. A lifetime warranty is available. Per literature from Kingsley, the warranty covers the lifetime of the drop box for structural and rust through. Harrison Township Maintenance Department has requested installation be in the spring, to allow cement mounting.

C. The Friends of the Library McDonalds fundraiser raised a total of \$146.64.

D. W-2's received by all employees

E. Researching options for dedicated fax line and computer connections.

F. Kim Par, director Crocker House and Macomb Historical Society, was contacted to obtain information on Historic Passports.

G. Tax forms will be available in the library. Some forms have been received, and awaiting additional federal forms.

H. Friends of the Library Bake Sale was held at St. Hubert's, with a total raised of \$379.50.

I. Katie hosted a meeting at the Harrison Township Library for the Circulation Roundtable. This is an opportunity to share information and ideas.

J. Exploring option of running Food for Fines Program. This program allows for the donation of canned food in lieu of paying library fines. Typically libraries allow \$1 for each canned item. Food

**MEETING MINUTES**  
**Harrison Township Public Library - Board of Trustees**  
**Monday, February 19, 2018**  
**6:30 PM**

In the Public Library of Harrison Township

---

items are then donated to Gleaners. The program would run for a designated period. Melissa will explore timeframes to run a time limited program.

K. Vitality Magazine contacted Melissa regarding recommendations for senior reading. Melissa has forwarded some suggestions. Anticipate an article forthcoming in Vitality Magazine.

L. Melissa has begun "Book a Blind Date". These are colorfully pre wrapped books, allowing patrons to choose a package and read something they did not select. Feedback has been positive.

M. Reviewed options to freshen up the library, including replacing rugs, painting the back wall behind the circulation desk, updates to the childrens area, and other options.

N. January 2018 Usage Statistics and Patron Traffic Tracking reviewed. January's inclement weather is believed to have impacted January usage statistics, which are decreased slightly from January 2017.

**9. Old Business**

A. Capital Funds Update - Recommendation made to ask Larry Neal3, Director of the Clinton-Macomb Library to meet with the Board to discuss various aspects of exploration of building/moving to expand the library. Melissa will reach out to Mr. Neal regarding options to schedule a meeting.

**10. New Business**

A. None

**11. Board Comment**

A. Board thanks were extended to Melissa Goins for accepting the position of Director.

**12. Adjournment**

A. Motion to adjourn was made by Linda Silvonon. Seconded by John Da Via. Motion carried. The meeting was adjourned at 7:47 pm.

**Next Meeting**

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, March 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)