

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, March 19, 2016:30 PM
In the Public Library of Harrison Township

1. Meeting Called to Order by President, Dianne Marvaso at 6:39 pm.

2. Trustees Present

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

3. Approval of Minutes from February 19, 2018

A. Motion made by John Da Via, seconded Linda Silvonon approve the minutes of February 19, 2018. Motion carried.

4. Public Comment

A. None

5. Approval of the Agenda

A. Motion made by Linda Silvonon to accept the March agenda as written. Seconded by Linda Pillow. Motion carried.

6. Treasurers Report - reported by Carole Wolf

A. Review of Expenses - Some funds have been received from tax revenues. Expense sheet was presented with total expenses for the February/2018/March 2018 interim in the amount of \$5,327.53. This included an addition error. The amended total was presented in the amount of \$5,348.46. Expenses are in line with the budget. Motion made by Jim Bilen to approve the amended Expense Report for the February 2018/March 20182018 interim in the amount of \$5,348.46. Seconded by John Da Via. Motion carried.

7. Committee Reports

A. None

8. Directors Report - reported by Melissa Goins, Director

A. Increase noted in Active Cards and electronic usage for the January/February 2018 interim. Checkouts and circulation are down for the same interim.

B. Library Happenings - Ms. Goins provided an update of her recent contacts and meetings in the community.

C. Reviewed updates and options to address library hours, and improve accessibility and appearance of the library. Ms Goins will seek staff input prior to presenting information to the Board at a future meeting. Improvements noted with purchase of new rug and painting of wall behind Circulation Desk.

D. Adult Librarian position has been posted. Four applicants responded. Interviews will begin March 22nd.

E. The Gleaners Program, Food for Fines, is scheduled for April 2nd through April 14th.

F. Ms. Goins will participate in the Harrison Township Litter Clean Up on April 21st.

G. Shred Day is tentatively scheduled for May 4th with Representative Steve Marino.

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H. Baby gates were purchased for stairways within library.

I. Automatic Renewals option is being explored.

J. RB Digital Magazine expansion reviewed.

K. Library of Michigan has requested libraries consider digitally archive locally published items.

L. C&G News article regarding new director appointment was reviewed.

9. Old Business

A. Capital Funds Update - discussed need to begin exploration of development and implementation of a Capital Funds Campaign. Board Members will undertake researching development of a Capital Funds program, and discuss at the April meeting.

B. Staff and Board Members attended the Millage Campaign workshop and shared information.

10. New Business

A. Revised Library Application was submitted for review. The recommended revision adds the phrase: "Please submit your completed application, cover letter, and resume by email to: director@htlibrary.org". Motion made by John Da Via to revise the Library Application for employment A-1. Seconded by Carole Wolf. Motion carried.

B. Review of Position, Standards, and In-Charge Policy revisions.

1. Org-01.1 - revision to modify #4 B from "Assistant Director" to "Librarian, part time, hourly", and omit "with the consent of the library board". Motion made by John Da Via to approve policy revision in Org-01.1 as amended. Seconded by Linda Silvonon. Motion carried.

2. Org-01.2, - revision to alter Organization Structure chart. The revision provides for flow from the Library Director equally to the Adult Librarian, Youth Librarian, and Library Associates. Motion made by Linda Silvonon to Accept the Organization Structure, Org-01.2 - as revised. Seconded by John Da Via. Motion carried.

3. Org-01.5 Adult Librarian Job Description reviewed. Motion made by Linda Pillow to approve the Adult Librarian job description. Seconded by Linda Silvonon. Motion Carried.

C. Staff Computer Purchase - 2 quotes received and reviewed regarding staff computers, increased RAM, and Ethernet Switches. Motion made by Carole Wolf to approve the bid from CDWG bid for staff computers, extra RAM, and ethernet switch in the amount of \$3,263.04. Seconded by John Da Via. Motion carried.

D. Staff Salary Considerations -

1. Review of pay ranges for the positions of Children's Librarian, Adult Librarian, and Library Associates. Motion made to set Librarian salary ranges from \$19 to \$21 per hour, and Library Associates from \$10 to \$10.50. Motion made by John Da Via to approve new salary ranges as proposed by the Director. Seconded by Linda Silvonon. Motion carried.

11. Board Comment

A. Jim Bilen expressed gratitude for the work being completed by Melissa Goins, Director. Seconded by Board.

B. Linda Pillow will not be available for the next Board Meeting. Linda Silvonon to take minutes.

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12. Adjournment

A. Motion to adjourn was made by Jim Bilen. Seconded by John Da Via. Motion carried. The meeting was adjourned at 8:31pm.

Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, April 16, 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)