

## Harrison Township Public Library Board Meeting Minutes for April 16, 2018

1. **Meeting called to order** by president, Dianne Marvaso at 6:30.
2. **Trustees Present:** Dianne Marvaso, Carole Wolf, Linda Silvonen, Jim Bilen. Linda Pillow and John DaVia excused.
  - a. Also in attendance: Melissa Goins, Director and Special Guest Mary Rapas, Adult Services Librarian.
3. **Approval of minutes from meeting March 19, 2018.**
  - a. Motion by Jim Bilen.
  - b. Seconded by Carole Wolf.
4. Public comment-none
5. **Agenda-motion to move new business up after agenda.**
  - a. Motion to accept by Carole Wolf.
  - b. Seconded by Jim Bilen.
6. New Business
  - a. Mary Rapas-new Adult Services Librarian. Over 15 years of public library experience. Started April 2, 2018.
  - b. Discussed Staff wish list: 32" tv for scrolling announcements (new one was donated); larger frig for break room-check on; collection service for deadbeats-no, not a big issue; carpet tiles-check on area rugs; poster printer-no room; laminating machine-check into; softer lighting; shelving for break room and outside offices-check into; white noise system-check into cost and alternatives.
7. **Treasurer's report**
  - a. Audit will be in June.
  - b. 92.5% of taxes are in.
  - c. Discussed specific line items of product cost, administration fees and community promotion. Revenue and expenses are in line.
  - d. \$12,031.87 total of March/April monthly expenses. Motion to approve: Linda Silvonen, Seconded by Jim Bilen. Approved.
8. **Committee reports:**
  - a. **Capital Improvements Committee:** need a committee. Will discuss next month at full board meeting. Need volunteers.
  - b. **Friends:** last meeting was March 26. Little black dress fundraiser, Thursday, June 21, tickets are \$15, serve refreshments, starts at 6:30, about the history of the little black dress. Working on river cruise murder mystery fundraiser in Sept. Looking at food truck rally. Donating new logo shirts for library staff. Total raised with fish fry was \$379.50. March madness book sale did well. Average monthly amount raised from book sale is \$400. Next meeting is May 14 at 6:30 pm.
9. **Director's report** – Melissa Goins, highlights include:
  - a. Hired Mary Rapas Adult Services Librarian.
  - b. Partnership with Gleaner's Food Bank for a Food for Fines program took place from April 2-April 14. Took in food worth \$39.20 in fines.

- c. Staff shirts approved by Friends
- d. Securing outreach opportunities for Friends.
- e. Will participate in HT litter clean up of Metro Parkway on April 21.
- f. Shred day scheduled for Friday, May 4 from 11am-1pm.
- g. Free Comic Book on May 5. They are being donated.
- h. New staff computers have arrived and Chris is getting ready to install.
- i. Planning the summer flyer for June 13 distribution.
- j. Spoke with Dennis Clark regarding the capital funds, should call it Capital Improvements.
- k. Coffee table and magazine storage containers have been ordered.
- l. Signed up to attend Storytellers Guild Luncheon on Thursday, April 26 in Birmingham.
- m. Library of Michigan rep wants to schedule tour and talk about what they might do to be helpful. Kathy Kosinski is visiting on Wed, April 18 after 1pm.
- n. Received donation of 32" flat screen tv for scrolling announcements.
- o. Reviewed statistics. Close to last year.

**10. Old Business - none**

**11. Board Comment**

- a. Talked about changing hours to be more consistent.
- b. Happy Belated National Library Week. Board commends library staff on wonderful work.

**12. Adjournment** – motion made by Linda Silvonon , seconded by Carole Wolf. Adjourned at 8:25pm.

Next meeting: Monday, May 21, 2018

Minutes submitted by Linda Silvonon, Trustee