

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, May 21, 2018 6:30 PM
In the Public Library of Harrison Township

1. Meeting Called to Order by President, Dianne Marvaso at 6:29 pm.

2. Trustees Present

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

3. Approval of Minutes from April 16, 2018

A. Motion made by Jim Bilen and seconded by Linda Pillow to approve the minutes of April 16, 2018. Motion carried.

4. Public Comment

A. None

5. Approval of the Agenda

A. Melissa Goins requested the Agenda be amended as follows:

1. Under New Business add B. Background Check Authorization.

Motion made by John Da Via to approve agenda as amended. Seconded by Linda Silvonen. Motion carried.

6. Treasurers Report

A. Review of Expenses - Expenses in total of \$18,076.12. Expenses are in line with the budget. Motion made by John Da Via to approve the Expense Report for the April/May 2018 interim in the amount of \$18,076.12. Seconded by Linda Silvonen. Motion carried.

7. Committee Reports

A. Friends of the Library - Last meeting was held on May 14, 2018. The Little Black Dress event has been moved to Thursday, July 12th. Tickets priced at \$15. Raffle baskets may be included. Staff shirts have been approved and arrived. Friends also approved funding for t-shirts for giveaways and sale to the public for \$10. Exploring option for McDonald's fundraiser in the fall. Current budget balance is \$17,139.81. Next meeting is September 24th at 6:30 pm.

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

Topic highlights included:

A. Usage statistics reviewed. Active cards is increased. Monthly door count is slightly decreased, however note increase in use of electronic services.

B. Patron Traffic Analysis - Increased traffic with increased hours on Friday and Saturday. Recommend review of hours in the fall of 2018.

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, May 21, 2018 6:30 PM
In the Public Library of Harrison Township

C. New book drop has arrived. Recommendation by Dave Axtell is to purchase a cement block and position the book drop to allow drive up and drop off, as well as provide protection for accidental vehicle dings. Cost would be approximately \$150.

D. Secured outreach opportunities with Lake St. Clair Metropark, Early Childhood Center by Graham and Knox Presbyterian Church for Summer Storytimes. Fliers have been created by Lake St. Clair Metropark. There are 11 storyteller volunteers excited to begin services. Lake St. Clair Metropark is also looking into additional events where we can have information tables.

E. Summer Kick Off scheduled for June 23rd from 11 am to 1 pm.

F. Purchasing ballpoint pens for outreach and programs.

G. Shred Day was held, 136 people attended.

H. A supply of new library cards with keychains will be purchased.

I. Free Comic Book Day, 63 people attended.

J. State Aid disbursement received in the amount of \$8,949.26.

K. New staff computers update - new computers arrived and are now in use.

L. Summer programs are booked and summer flyer is being completed.

M. Attended the Storytellers Guild Luncheon on April 26th.

N. Tammy Turgeon, SLC Director is scheduled for a visit on May 25th.

O. Emagine Theater partnerships for movie night have been scheduled. Patrons can present their library card on the last Wednesday in June, July, and August, and receive a movie ticket and small popcorn for \$8.00

P. Improvement expenditures for consideration

1. Met with sound management expert to address noise/privacy issue in the library. Recommendation is for 16 speakers for a total of \$2,633.00. Motion made by John Da Via to approve 16 speaker system through Abel Electronics, for a total of \$2,633.00. Seconded by Linda Silvonen. Motion carried.

2. Electronic open/closed signs recommended. Quotes reviewed.

3. Dedicated computer for Children's area. Motion made by John Da Via for a dedicated children's computer - monitor, electronic extension, small desk/shelf, chair, not to exceed \$400. Seconded by Jim Bilen. Motion carried.

4. Magnetic whiteboards will be purchased, not to exceed \$83.

5. Shelving for break room and additional area will be purchased.

6. Portable power boxes for convenient electrical outlets - this device allows patrons an option to charge laptops/phones. Recommendation is for the \$200 larger capacity unit which can be held in place on table with velcro.

7. Refrigerator for breakroom, \$349.

8. Laminating machine - recommend \$50 unit.

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, May 21, 2018 6:30 PM
In the Public Library of Harrison Township

9. Old Business

A. Capital Funds Update - Discussion of formation of a Capital Funds Update committee will be addressed at the next meeting.

10. New Business

A. Approval of Summer Flyer in C&G News for a total of \$2,558.76. This is \$291.52 over the \$4,500 budget for community promotion, secondary to costs of printing. Motion made by Linda Silvonen to approve the summer flier in the total of \$2,558.76. Seconded by Linda Pillow. Motion carried.

B. Volunteer Background Check Authorization. - ensures library volunteers are vetted. Motion made by Jim Bilen to approve the Volunteer Background Check Authorization. Seconded by Linda Silvonen. Motion carried.

11. Board Comment

A. None

12. Adjournment

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

Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, June 18, 2018, at 6:30 pm at the Harrison Township Public Library.

Minutes submitted by Linda Pillow, Secretary

Minutes approved: