

**MEETING MINUTES**  
Harrison Township Public Library - Board of Trustees  
Monday, June 18, 2018 6:30 PM  
In the Public Library of Harrison Township

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

**2. Trustees Present**

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

**3. Approval of Minutes from May 21, 2018**

A. Motion made by Linda Silvonen and seconded by John Da Via to approve the minutes of May 21, 2018. Motion carried.

**4. Public Comment**

A. None

**5. Approval of the Agenda**

A. Recommendation made by Carole Wolf to add the following to the Agenda:

1. Moving of the I Love the Library Sign
2. Millage Planning
3. Review of Auditor Report
4. Library hours

Motion made to approve the agenda as amended made by John Da Via, seconded by Linda Silvonen. Motion carried.

**6. Treasurers Report**

A. Review of Expenses - Expenses in total of \$9,088.67. Expenses are in line with the budget. Motion made by Linda Pillow to approve the Expense Report for the May/June 2018 interim in the amount of \$9,088.67. Seconded by John Da Via. Motion carried.

B. Review of Financial - Awaiting State Grant match which typically comes in July/August, as well as State Penal Funds which also generally arrive July/August.

C. Auditor Report - A copy of the completed audit will be obtained. Melissa Goins and Carole Wolf to then complete phone interview with the auditor to address any questions/concerns/clarifications.

**7. Committee Reports**

A. None

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

Topic highlights included:

A. Usage Statistics - May is historically a slow month at libraries. Attendance in May 2018, while down from prior months, did demonstrate an increase over May 2017. Electronic usage is increasing. Physical visits in library have trended down, however website visits are increased. Library

programs continue to be well attended. Discussed implementation of workshop surveys. The library currently has an option available, Project Outcome. Ms. Goins will look into establishing its use.

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B. Library Hours - Reviewed impact of change in hours on patron attendance. There is a slight decrease in Thursday patrons with decrease in hours. Increase noted in Friday and Saturday attendance with increased hours. Reviewed option of increasing hours on Tuesday and Wednesday to 11:00 am to 8:00 pm, after Labor Day. Ms. Goins will review with staff options to implement proposed change.

C. "Open" signs - are now in place, with positive public response.

D. New t-shirts - received and are available for sale.

E. Outreach at the beach - has begun with information table at Rosco the Clown events, and Storytimes. Discussed ideas to assist with set up and coordination of events, including need to purchase banners, tablecloths or runners, foam pads for child seating, and grab and go bag.

F. Free Library Boxes - Lake St. Clair Metropark would like to have a Free Library in the children's area. Ms. Goins has met with Ken Verkest regarding Free Library boxes along the bike path. He is in agreement. Contact has been made with the Eagle Scouts in Harrison Township for potential construction of the libraries.

G. Graham students - visited during normal business hours.

H. Library pens - pens have arrived. Pencils have been ordered.

I. New library cards have been ordered and will include both the card and a keychain barcode.

J. C&G news mailing was sent out June 13th.

K. Active Shooter Training was held on June 11th for library staff and open to Library Board Members. Ms. Goins will develop a Disaster Plan and advise board upon completion for review.

L. Tammy Turgeon, SLC Director visited May 25th, with positive feedback regarding programs and changes.

M. Ms. Goins met with the sound management expert regarding installation of the new system. This will involve modification of 16 ceiling tiles to accommodate the system. Melissa to review with Ken Verkest for approval to modify the ceiling tiles.

N. Summer Kick Off scheduled for June 23rd from 11 am to 1 pm. Scheduled are Kona Ice truck, hot dogs provided by Steve Marino, and refreshments provided by Friends of the Library.

O. Michigan Library Conference is in October this year. Ms. Goins to attend.

P. Ms. Goins attended the Executive Summit on Change Management. Development of a vision plan was identified. Ms. Goins and Board Members will develop options and explore at the July meeting.

## 9. Old Business

A. Capital Funds Update - Ms. Goins will provide additional information on Class 4 libraries. A committee has been developed with Linda Pillow, Linda Silvonen and Melissa Goins to explore establishment of a Capital Fund.

B. Strategic Planning Timeline - discussed development of timeline for possible millage in 2020.

## 10. New Business

A. Library Banner - discussion tabled for future meeting.

## 11. Board Comment

A. Board Members to prepare and present options at the July 2018 meeting for Vision Statement, as well as a 3, 6, and 12 month strategic plan.

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## 12. Adjournment

A. Motion to adjourn was made by Linda Silvonon. Seconded by Carole Wolf. Motion carried. The meeting was adjourned at 8:55 pm. Motion carried.

## Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, July 16, 2018, at 6:30 pm at the Harrison Township Public Library.

Minutes submitted by Linda Pillow, Secretary

Minutes approved:

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President (HTPL - Board of Trustees)

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Date of Approval

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Secretary (HTPL – Board of Trustees)