

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, July 16, 2018 6:30 PM
In the Public Library of Harrison Township

1. Meeting Called to Order by President, Dianne Marvaso at 6:33 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 June 18, 2018

A. Motion made by John Da Via and seconded by Linda Pillow to approve the minutes of June 18, 2018. Motion carried.

4. Public Comment

A. None

5. Approval of the Agenda

A. Motion to approve agenda as amended made by Linda Silvonen and seconded by Jim Bilen, noting misspelling of word Road. Motion carried.

6. Treasurers Report

A. Review of Expense Report - Expenses for the June 2018/July 2018 interim, in the amount of \$12,449.87 are in line with normal operating expense. Motion made by John Da Via to approve the Expense Report for June 2018/July 2018, seconded by Jim Bilen. Motion carried.

B. Review of Financial - Audit has been completed. Ms. Wolfe and Ms. Goins to meet review report with the auditor. Penal fines and State Fines have been received. Year to date expenses are within budgeted amount.

C. Ms. Wolfe and Ms. Goins have been working on the proposed 2019 budget. A handout was provided for Board Members to review and discuss at the August meeting.

7. Committee Reports

A. Capital Funds Committee - report by Linda Silvonen. The committee has met on 2 occasions. The library is tax exempt as a government entity. Reviewed potential completion of a feasibility study, the appropriateness of this will be explored further. The committee is reviewing methods to raise funds and accept donations. The committee will meet again on July 31st at 2:00.

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

A. Usage statistics -Statistics for June 2018 evidence continued increase in electronic usage. The electronic newsletter has more than doubled since last year. Monthly circulations and active cards are increased. Door count is slightly decreased from the same date last year.

B. The Summer Reading Program Kickoff was a success. 65 children were signed up for the Summer Reading Club. Approximately 600 people came through the library from 11 am to 2 pm that day.

C. Outreach opportunities at Lake St. Clair Metropark are going well

D. Storytime programs are going well. Two new storytellers have joined.

E. The Book Nook Free Library is nearly finished and will be installed at Lake St. Clair Metropark.

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F. An Eagle Scout has taken on the project of building 3 Free Libraries that will be placed along the Metroparkway bike path.

G. Library pencils and new library cards with keychain barcode have arrived. The Sound Management System has been installed.

H. Concrete slab for the book drop was completed and painted yellow for safety.

I. Ms. Goins exploring options for grant writing training.

J. Mary Rapas in coordination with the Senior Center is hosting a traveling program, October 12th, to the Parade Company in Detroit. The charge is \$20 for adults and \$15 for seniors to cover the costs of tickets and travel.

K. Completed the 90-day evaluation for Mary Rapas per policy guidelines.

L. Ms. Goins will be on vacation August 2, 3, and 6th.

M. The Little Black Dress Fundraiser was held July 12th. The fundraiser brought in \$820. After expenses, there was a profit of \$570.

9. Old Business

A. Organizational Vision Statement - Board members and Ms. Goins worked on a Vision Statement. Motion made by Linda Silvonen to accept the vision statement as written. Seconded by Carole Wolf. Motion carried. The Vision Statement is as follows: "Our library is a community center for lifelong discovery. Gather. Learn. Share. Create. "

10. New Business

A. A Rite Aid representative, Danielle Quesnelle, contacted Ms. Goins, to host a Community Flu Shot event day in September or October. Ms. Goins noted the cost of flu shots for employees will be covered by the library. Ms. Goins to follow up with Ms. Quesnelle to schedule.

B. Ms. Goins obtained pricing information via Hoopla Digital. This is an electronic system that provides movies, television shows, music, comic books, and audiobooks. Costs are determined on a per use cost. Ms. Goins will explore additional information.

11. Board Comment

A. Discussion held regarding Vitality Magazine and Harrison Township Library not being listed. It was noted libraries are listed only as a delivery/distribution site. At last contact, Vitality Magazine distributed to the local Harrison Township Senior Center only, and would not deliver to the Harrison Township Library. Ms. Goins to contact Vitality for current status on listing and distribution.

B. Board members are to develop proposed goals for the next 3, 6, and 12 months. These will be reviewed at the August meeting.

12. Adjournment

A. Motion to adjourn was made by Linda Silvonen. Seconded by Carole Wolf. Motion carried. The meeting was adjourn at 8:23 pm. Motion carried.

Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, August 20, 2018, at 6:30 pm at the Harrison Township Public Library.

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