

## MEETING MINUTES

Harrison Township Public Library - Board of Trustees

Monday, September 17, 2018 6:30 PM

In the Public Library of Harrison Township

**1. Meeting Called to Order** by Dianne Marvaso at 6:28 pm.

**2. Trustees Present**

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

Excused: Linda Silvonen

**3. Approval of Minutes from August 20, 2018**

A. Motion made by John Da Via, seconded by Carole Wolf to approve the minutes.  
Motion carried.

**4. Public Comment**

A. None

**5. Approval of the Agenda**

A. Request made to amend Agenda, item 10 C, New Business, to change date of Annual Report from 2018 to 2017. Motion made to approve agenda as amended by Carole Wolf, seconded by John Da Via. Motion carried.

**6. Treasurers Report**

A. Review of Expense Report - Review of budget through August 2018. Income and expenditures are consistent with prior year. Reviewed Expense Report for the August 2018/September 2018 interim. Expenditures for the August 2018/September 2018 interim total \$8,005.47. Motion made by John Da Via to accept expense report in the amount of \$8,005.47. Seconded by Jim Bilen. Motion carried

**7. Committee Reports**

A. John Da Via reported for the Directors Committee. A review of the Library Director Employer Contract notes Section 1 B, indicating a 6-month probationary period. Ms. Goins has completed the 6-month period. Section 11 does indicate completion of a performance evaluation will be completed at 6 months. Motion made by John Da Via to have the Board complete an evaluation of Melissa Goins' performance as per Section 1B and Section 11 of the Employee Contract, to be accomplished by the October 2018 meeting. Seconded by Carole Wolf. Motion carried.

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

A. Usage statistics -Statistics for August 2018 exhibit an increase in physical and electronic checkouts. Door visits are decreased. Digital usage is nearly double what it was last year at this time. Member base is increasing. We now have 4,918 members and 90 new members in August.

B. Library Board Orientation packet updated.

C. Final State Aid payment received from the Library of Michigan in the amount of \$9,080.96.

D. The library participated in several outreach opportunities at the local elementary

## MEETING MINUTES

Harrison Township Public Library - Board of Trustees

Monday, September 17, 2018 6:30 PM

In the Public Library of Harrison Township

schools; Lobbestael, South River, Graham, and Yacks Elementary.

E. Spoke with Amy Servial regarding acquisition of Scholastic BookFlix. This database was heavily used by L'Anse Creuse Schools, but discontinued by the State. It will be purchased by HTPL, CMPL, and CHI, and available to all Harrison Township school students.

F. Next library staff meeting is November 12<sup>th</sup>. Working to develop a team building exercise off-site.

G. Press Release sent out for Community flu shot day on September 21<sup>st</sup> from 2 to 5 pm.

H. Hoopla Digital - approve purchase of Hoopla digital in 2019 and the \$3000 deposit to begin the service.

I. Shred day scheduled for October 5<sup>th</sup> from 11 am to 1 pm.

J. Electronics recycling day scheduled with Electrocycle for Saturday, October 13<sup>th</sup> from 11 am to 1 pm.

K. HTPL will have a spot at Hallopalooza on October 13<sup>th</sup> from 5 to 7 pm.

L. Next Friends meeting is Monday, September 24<sup>th</sup> at 6:30.

M. Dianne Marvaso, Linda Pillow, Carole Wolf, and I attended the State of Harrison Township address on September 14<sup>th</sup>.

N. Attended the Detroit Suburban Library Round Table (DSLRT) meeting on Friday, September 7<sup>th</sup>.

O. I enrolled in the Community Engagement Summit to be held in East Lansing on September 27<sup>th</sup>.

P. I will be on vacation October 8<sup>th</sup> through 11<sup>th</sup>.

### 9. Old Business

A. Review of the corrected Participation Agreement, Waiver, and Release Form - reviewed by attorney, with corrections incorporated. Motion made by John Da Via to approve the Participation Agreement, Waiver, and Release Form for the Harrison Township Library. Seconded by Carole Wolf. Motion carried.

B. Revisions made to the MGT-06 Hours of Service Policy, part 1, to reflect new hours in the library. Motion made by John Da Via to approve the policy statement to reflect the change in hours of service. Seconded by Carole Wolf. Motion carried.

C. Review of Short and Long Term goals. Motion made by Linda Pillow to adopt the 3 month goals to include; collection of Class IV library demographics, obtaining and analyzing patron data, explore programs to target residents in the 22-40 age range, and establish a monetary donation program with incorporation on the website. Goals to be reviewed in December 2018. Seconded by John Da Via. Motion carried.

D. Six months goals will be established at the October meeting, with 12 month goals established at the November meeting.

### 10. New Business

A. New databases for Board approval. Motion made by John Da Via to move \$3,000 from the Contingency Account 956.000 to Electronic Resources 743.006 to provide ongoing support of electronic resources, as well as addition of Brain HQ. Seconded by Linda Pillow. Motion carried.

B. Annual Report 2017. Welcomed 38,286 visitors, and had 38,651 electronic visits. 2,040 library customers attended 143 children's classes and events. Conducted 95 adult classes

**MEETING MINUTES**  
Harrison Township Public Library - Board of Trustees  
Monday, September 17, 2018 6:30 PM  
In the Public Library of Harrison Township

and events attended by 1,725 library customers, a 42% increase from 2016. Delivered 4,246 Internet sessions on our public computers.

C. 2019 Annual Budget reviewed. Motion made by Carole Wolf to approve the Annual Budget for 2019. Seconded by John Da Via. Motion carried.

**11. Board Comment**

A. John Da Via distributed an editorial from the Detroit Free Press regarding Smart Bus and recent millage.

**12. Adjournment**

A. Motion to adjourn was made by Jim Bilen. Seconded by John Da Via. Motion carried. The meeting was adjourned at 8:32 pm.

**Next Meeting**

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, October 15, 2018, at 6:30 pm at the Harrison Township Public Library.

Minutes submitted by Linda Pillow, Secretary

Minutes approved: