

*Harrison Township Public Library
Meeting of the Library Board
Monday October 15, 2018*

*Harrison Township Public Library
38151 L'Anse Creuse Road
586-329-1261*

1. Meeting Called to order by Diane Marvaso at 6:31 pm
2. Roll Call: Present: Diane Marvaso; John DaVia; Linda Silvonon; Jim Bilen; Carole Wolf. Linda Pillow excused
3. Minutes: approved by John DaVia, seconded by Jim Bilen
4. No public comment
5. Approval of the agenda.
 - a. Revisions, item 10C & D -moved to Treasurer's report, 6 a 1 and 2..
 - b. Motion to approved revision by John DaVia, seconded by Carole Wolf
6. Treasurer's report
 - a. Chris Hearn's contract discussion. Need time period on the contract. Also, need to add at end of contract: any project must be completed unless by mutual agreement both parties agree to terminate before completion. Chris needs to review before we can finalize.
 - b. Tom Sycko contract discussion. Added one provision in #10. Expenses will be billed at cost plus an administrative markup of 10%. Motion to approve Warren Data Services contract by John DaVia and seconded by Carole Wolf.
 - c. Township accounting moved \$500,000 to our future growth account.
 - d. Reviewed expense report. Total expenses were \$14, 504.82 for Sept/Oct 2018. Motion to approve by Jim Bilen and seconded by John DaVia.
7. Committee Reports
 - a. Director's Committee: have completed Melissa's evaluation.
 - b. Future Growth Committee: Researching architects to improve our existing building. Will go to Ken Verquest for approval on altering existing structure. We are working on donation website, wording and envelopes.
 - c. Friends: Snowbird book sale the month of Nov. Cookie walk Dec. 1. Tree lighting is Nov. 29. Coffee fund raiser again this year. Ties that bind May 22, the history of the apron.
 - d. Building committee:
 - i. Review of building on Bridgeview. It is pretty small. It is 3800 sq ft with a basement of equal footage, plus 900 sq ft second floor. So 8500 sq ft. Property in front is owned by owners of strip mall on S River and Bridgeview. Would need elevator. Cost and space prohibitive. Only 19 parking spots.
 - ii. Lanse Creuse administration building including early childhood center is for sale.
 - iii. Land in front of Tucker Senior Center is for sale.
 - iv. Building next to Eddies Drive In on Jefferson.

8. Director's report

- a. Door counts are down but digital usage is increasing.
- b. Library computer usage is down. This is the trend for all libraries.
- c. Shred day was a success.
- d. Electronics recycling day - 68 people brought 3312 pounds of electronics.
- e. Parade company tour was a success.
- f. Hallopalooza was Oct. 13 5-7 pm. Gave away 300 treat bags. 28 teens stuffed bags. About 700 people attended.
- g. Mary is trying weekday programs.
- h. Brainstorming ideas for treelighting. Santa may be in the library.
- i. Trying to get storytellers for Childhood Center and Braham Elementary.
- j. Received generous donation of children's books from Macomb Genealogy.
- k. BrainHq – it is a site to boost brain reaction times.
- l. BookFlix – read along Website, it is up and running.
- m. Extended hours on Sept 28 to accommodate Homecoming Parade.
- n. Melissa attended the Community Engagement Summit on Sept 27 in East Lansing. They suggested that the library should be looking at the needs of the community. Lean in when someone says something critical of the library. Need to look outward at the community.
- o. Melissa will be at the Michigan Library Ass. Conference in Novi next week from Oct 17-19.
- p. SLC office staff wants board members' addresses.

9. Old Business

- a. Review of 6 month goals as of today. Deliverable due on April 15 board meeting.
 - i. Have an improvement plan for our current building.
 1. Talk to city officials.
 2. Hire architect.
 - ii. Have a clear community wish list.
 1. Compile wish list of improvements from the community.
 - iii. Improve marketing, relationships and visibility with the community.
 1. Board members and library personnel attend township board meetings once per month. Bring statistics from annual report.
 2. School PTO and school board events.
 3. Invite church leadership.
 4. Partner with EDC.
 5. Do an informational mailing and include donor envelopes.
 - iv. Review 3 month goals.

10. New Business.

- a. Loan, renewal and fine policy – circ -02. Revised wording. Motion to approve by: John DaVia and seconded by Linda Silvonon.
- b. Apollo renewals – can now do automatic renewals. Motion by Linda Silvonon, seconded by John DaVia.

11. John Da Via is published. Principals' Principles.

12. Adjournment: Motion by Linda Silvonen, seconded by Carole Wolf. 9:12 pm.
13. Next meeting November 19, 2018 at 6:30 pm.

Minutes Respectfully submitted by Linda Silvonen