

## MEETING MINUTES

Harrison Township Public Library - Board of Trustees

Monday, November 19, 2018 6:30 PM

In the Public Library of Harrison Township

- C. Automatic renewals began 11-1-18.
- D. Toured the old firehouse with Joe Aragona and Carole Wolf to take a look at stored shelving. We can continue to utilize the space for storage, as needed, no rush to remove items.
- E. Completed and submitted the state aid report.
- F. Attended Township Meeting on 10-22-18.
- G. Attended Township Veteran's Memorial on 11-3-18.
- H. Harrison Township Library staff/volunteers walk in the Santa Parade in conjunction with the Harrison Township Fire Department was cancelled, as fire department was unable to attend.
- I. Update received from Nicholas Kerby, Eagle Scout on Book Nooks for the library. He had a fundraiser for materials on 11-15-18 at Culvers on Hall Road. A portion of all sales were earmarked for Nicholas's fund.
- J. Tom and I are working with BrainHQ to get it up and running.
- K. A donation page has been developed and a Paypal account established to allow donations to be made via credit card. Anticipate this being implemented in December.
- L. Work continues on the Infographic.
- M. Attended the Michigan Library Association Conference October 17<sup>th</sup> thru 19, 2018.
- N. November 29<sup>th</sup>, Santa will be at the library following the Harrison Township tree lighting. Hot chocolate will be served.
- O. Attended the DSLRT round table. A topic of discussion was EBSCO, which is currently facing a censorship review. Reviewed best hiring practices.

### 9. Old Business

A. Chris Hearn's IT contract - revisions made as discussed at the October Board Meeting. Motion to approve the contract made by John Da Via, seconded by Linda Silvonen. Motion carried.

B. Discussion of short and long terms goals for the library-

#### 1. Twelve Month Goals

- a. Begin physical renovations to current library space.
- b. Review options for pursuing a 2020 millage campaign
- c. Implementation of achievable Community Wish List options
- d. Evaluate success of marketing activities

Motion made by Linda Silvonen to approve the 3, 6, and 12-month goals. Seconded by John Da Via. Motion carried.

### 10. New Business

A. Discussion of HTPL Board Officer Positions - current positions will be maintained for the next 2 years.

B. Review Holiday Pay Policy

1. Review of Holiday Policy Pay-04. Motion made by Linda Silvonen to accept the revision of the Holiday Policy Pay-04. Seconded by John Da Via. Motion carried.

### 11. Board Comment

A. Dianne Marvaso extended thanks to the library staff and Melissa for their work, as well as Board Members.

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

**2. Trustees Present**

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

Absent: Jim Bilen

**3. Approval of Minutes from October 15 2018**

A. Motion made by John Da Via, seconded by Carole Wolf to approve the October 2018 minutes. Motion carried.

**4. Public Comment**

A. None

**5. Approval of the Agenda**

A. Motion made to approve agenda by Linda Pillow, seconded by Carole Wolf. Motion carried.

**6. Treasurers Report**

A. Review of Expense Report - Review of budget through September 2018 to October 2018. Income and expenditures are consistent with prior year. Reviewed Expense Report for the September 2018/October 2018 interim, with expenditures totaling \$8,906.20. Motion made by John Da Via to accept expense report in the amount of \$8,906.20. Seconded by Linda Pillow. Motion carried.

**7. Committee Reports**

A. Capital Funds Update - A dedicated donation option is being finalized for the library website. Anticipate it will be operational in December. Working on creation of donation envelopes. Met with Ken Verkest, Township Supervisor, regarding improvements within current library space. Recommendation made to proceed with plan for existing space renovations to present to the Harrison Township Board for approval. Exploration will begin for library architect to provide input/guidance on space improvements. Discussion regarding advisability of creating 2 separate committees, one Capital Funds Update, the second Building Renovation Committee. Motion made by Linda Pillow to create a Building Renovation. Seconded by John Da Via. Motion carried. The Building Renovation Committee will be comprised of Linda Pillow, John Da Via, Linda Silvonon, and Melissa Goins.

B. Friends, next meeting Monday Nov 26<sup>th</sup>. Cookie Walk scheduled for 12-1-18, with cookies for sale at \$7.00 per pound. Coffee fundraiser will again be held at the cookie walk.

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

A. October 2018 usage statistics and patron traffic tracking. A total of 31 programs with 706 attendees were conducted in October. Statistics were great. Door counts were increased. Close to achieving 5,000 mark for active library cards.

B. BookFlix is up and running. Graham and Lobbestael Elementary Schools have their own log in to enhance access.

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**12. Adjournment**

A. Motion to adjourn was made by John Da Via. Seconded by Carole Wolf. Motion carried. The meeting was adjourned at 8:16 pm.

**Next Meeting**

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, December 17, 2018, at 6:30 pm at the Harrison Township Public Library.

Minutes submitted by Linda Pillow, Secretary

Minutes approved: