

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

**1. Meeting Called to Order by Dianne Marvaso at 6:29 pm.**

**2. Trustees Present**

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

**3. Approval of Minutes from November 19, 2018**

A. Motion made by John Da Via, seconded by Linda Silvonen to approve the November 2018 minutes. Motion carried.

**4. Public Comment**

A. None

**5. Approval of the Agenda**

A. Motion made to move Budget Revisions to #6 Treasurers Report, Item C. Motion made by to approve Agenda as amended made by Jim Bilen, seconded by John Da Via. Motion carried.

**6. Treasurers Report**

A. Review of Expense Report - Reviewed Expense Report for the November 2018/December 2018 interim, with expenditures totaling \$7,964.41. Motion made by Linda Pillow to accept expense report in the amount of \$7,964.41. Seconded by Linda Silvonen. Motion carried. Review of Financial Statement completed.

B. Motion made by John Da Via to approve \$3,000 for Hoopla to be paid from the 2019 budget. Seconded by Linda Silvonen. Motion carried.

C. Motion made by Linda Silvonen, seconded by John Da Via, to approve recommended budget revisions totaling \$11,600. Motion carried.

**7. Committee Reports**

A. Capital Funds Update - Discussed database of donors. Worked on donation cards and reviewed proposed website donation page. Discussed end of the year donation campaign, beginning year 2019. Recommendation to review donated funds after annual audit. Capital Funds Update Meetings will be scheduled on as needed basis.

B. Renovations Committee - first meeting will be held January 8, 2019 at 2 pm.

C. Friends - Cookie Walk was a huge success, raising \$1,136.25, the most successful Cookie Walk ever. Leave a Legacy presenter, Bill Winkler, will be on the Friends Meeting, on January 28<sup>th</sup>, Board Members welcome to attend.

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

A. November 2018 usage statistics and patron traffic tracking. Scholastic BookFlix has been a big hit. There were 1760 user sessions and over 5,603 pages accessed by those users.

B. Hoopla should be ready to roll out on January 1, 2019.

C. Harrison Township Tree Lighting went well, registered 69 people through the doors for the event, and with 2 new cards and renewed 4 cards. Two children signed up for reading

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

boosters class. Positive feedback received from the public. We have been invited to participate next year.

D. Nicholas Kerby, Eagle Scout working on Book Nooks, reports installations to be completed soon.

E. Tom and I are working with BrainHQ to get it up and running.

F. Liz and I are continuing work on the Infographic.

**9. Old Business**

**A. Three Month Goals - Status Review**

1. Donation Program - up and running.
2. Programs designed for target age range 22-40 - Mary has scheduled Adulting 101: Budgeting Basics workshop as well as Adult Trivia Night.
3. Class IV library demographics - information on Class IV library demographics have been included in Infographic blurbs.
4. Service population demographics - Tom is working on a map to plot our users
5. Establish living wish list - currently have a living wish list of 5 items of various pricing: including information on buying electronic ebooks, e-audiobooks, or e-magazine subscriptions for the library, book bike, mobile hotspots.

**10. New Business**

A. None

**11. Board Comment**

A. None

**12. Adjournment**

A. Motion to adjourn was made by Linda Silvonon. Seconded by John Da Via. Motion carried. The meeting was adjourned at 8:09 pm.

**Next Meeting**

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, January 21, 2019 at 6:30 pm at the Harrison Township Public Library.

Minutes submitted by Linda Pillow, Secretary

Minutes approved: