

MEETING MINUTES  
Harrison Township Public Library - Board of Trustees  
Monday, January 21, 2019 6:30 PM  
In the Public Library of Harrison Township

**1. Meeting Called to Order by Dianne Marvaso at 6:27 pm.**

**2. Trustees Present**

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

**3. Approval of Minutes from December 17, 2018**

A. Motion made by John Da Via seconded by Linda Silvonon to approve the December 2018 minutes. Motion carried.

**4. Public Comment**

A. None

**5. Approval of the Agenda**

A. Motion made by Jim Bilen seconded by Linda Pillow to approve the minutes of the December 2018 meeting.

**6. Treasurers Report**

A. Review of Revenue and Expenditure Report for period ending 12-31-18.

B. Review of Expense Report - Reviewed Expense Report for the December 2018/January 2019 interim, with expenditures totaling \$12,936.21. Motion made by Linda Silvonon to accept expense report in the amount of \$12,936.21. Seconded by John Da Via. Motion carried.

**7. Committee Reports**

A. Renovations Committee - recommendation made to allocate spending maximum of \$100,000 for renovations for the library. Melissa spoke with architect firms. RFP will be required to hire architectural firm. A second RFP would be required for the actual work to be completed, and would not be done until architect and Board have agreed to plan. A motion was made by John Da Via to allow \$100,000 for RFP for library renovations. Seconded by Linda Silvonon. Motion carried. Discussion held regarding priority of renovations as follows:

1. "Must Haves": ADA compliance, Address sound issues, and Update interior/exterior

2. "Really Want" - Electrical improvements, Reading area, Children's area

3. "Bonus" - Signage

B. Friends of The Library- Next meeting is Monday, January 28<sup>th</sup>. Guest speaker, Bill Winkler, will be giving a presentation on leaving a legacy and how to gently broach the subject with potential donors. Friends have been informed they can have their bake sale at the first St. Hubert Fish Fry date on March 8, 2019.

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

A. December 2018 Year in Review presented.

B. Scholastic BookFlix is still returning large usage numbers. There were 2911 sessions in December and over 8,519 pages accessed by those users.

C. The 3 new Book Nooks are up and have been filled. Signs will be coming soon.

D. Hoopla started January 1<sup>st</sup>; there are 53 circulations as of 1/15/19.

E. The winter flyer was distributed in The Journal on January 9, 2019. Next flyer will be June 12, 2019.

F. BrainHQ is coming soon. Mary hosted a Brain Games segment as part of her senior seminars with 16 in attendance.

G. W-2s were obtained and distributed to all employees

H. Received email tax forms are on their way

I. We have booked Nelson's Wildlife Safari for our Summer Reading Kick-Off, which is now scheduled for June 22<sup>nd</sup>.

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J. We have been invited to have an information table at the L'Anse Creuse Kindergarten Enrollment Fair at the Wheeler Center on February 12<sup>th</sup> and 13<sup>th</sup> from 6:30 - 8:00 pm.

K. Attended a Librarian's Guide to Homelessness webinar on 1-16-19. The webinar was an introductory session to a larger 3 hour course offered by Niche Academy, the webinar was not only very interesting, but educational. Many of the principles can be applied more broadly to all patrons. The webinar is available for free to one staff member per library, but can be purchased for all staff members to view individually as time permits, \$359 for up to 25 staff and one year to complete the course.

L. Attended the Directors of Suburban Libraries Round Table on 1-18-19; the major discussion topic was fine free libraries.

M. Attended the Recreational Marijuana in Michigan: Employer's Rights webinar, held on 1-4-19. Melissa will review with Harrison Township policies and update at the next Board meeting.

**9. Old Business**

A. None

**10. New Business**

A. None

**11. Board Comment**

A. None

**12. Adjournment**

A. Motion to adjourn was made by Linda Pillow. Seconded by Jim Bilen. Motion carried. The meeting was adjourned at 8:22 pm.

**Next Meeting**

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, February 18, 2019 at 6:30 pm at the Harrison Township Public Library.

Minutes submitted by Linda Pillow, Secretary  
Minutes approved:

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President (HTPL - Board of Trustees)

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Date of Approval

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Secretary (HTPL - Board of Trustees)