

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, March 18, 2019 6:30 PM
In the Public Library of Harrison Township

1. Meeting Called to Order by Dianne Marvaso at 6:30 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 February 18, 2018

A. Motion made by John Da Via seconded by Carole Wolf to approve the February 2019 minutes. Motion carried.

4. Public Comment

A. Dustin Decker approached the Board regarding an insurance quote for the Library.

5. Approval of the Agenda

A. Motion made by Linda Pillow, seconded by Linda Silvonon to approve the minutes of the February 2019 meeting. Motion carried.

6. Treasurers Report

A. Review of Revenue and Expenditure Report for period ending 2-28-19.

B. Review of Expense Report - Reviewed Expense Report for the February/March 2019 interim, with expenditures totaling \$6,060.20. Motion made by John Da Via to accept expense report in the amount of \$6,060.20. Seconded by Linda Silvonon. Motion carried.

7. Committee Reports

A. Renovations Committee - The Committee met with the four firms contacted for potential renovation of the library. Four quotes were received. The Committee reviewed the quotes, allowing for a narrowing down to two firms. Following receipt of feedback from reviews of the two final firms, a decision was made. The firm recommended is Comprehensive Design Group, Inc. Motion made by Carole Wolf to proceed with the proposal from Comprehensive Design Group, Inc. for the site improvement of Harrison Township Library. Seconded by Linda Silvonon. Motion carried.

B. Friends of The Library - Next meeting is Monday, March 25th at 6:30. Bill Winkler scheduled to present. Bake sale at St. Hubert Fish Fry raised \$651.00.

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

A. February 2019 usage statistics and patron traffic tracking

1. BookFlix continues to be heavily used with 5636 uses last month.

B. Librarians had very busy month. While February 2019 had only 2 more programs than February 2018, attendance was up by nearly 200 participants.

C. Invited to attend the AHEPA Health Fair on Thursday, May 16th from 10am - 1pm.

D. Hosted an information table at the Early Childhood Center Open House February 28th.

E. Partnered with the IRS VITA program and Macomb County Veteran Services to bring free tax preparation days to HTPL on February 28th and March 29th from 9am - 4pm.

F. An article on Adulting 101 series ran twice in the Macomb Daily on February 21st and February 22nd. 43 individuals attended, most within the target age range of 20-40.

G. Will partner with Gleaners Food Bank for the Food for Fines program again this year, in the month of April.

H. Registered for a table at the MISD Parenting Conference on Saturday, March 23rd from 8:30am - 3:30pm.

I. Met with Mack from Marco Industries regarding copy machine lease. He is preparing

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quotes for a new machine, as current lease expires in June. Also requested quote for label printer.

J. Received a check in the amount of \$3,947.17 from the Macomb Literacy Partners, as the non-profit was dissolved. The remaining funds were dispersed to the public libraries in Macomb County. The deposit will appear on next months Expense and Revenue report as miscellaneous income.

K. Signed up to attend the Community Clean-Up with the Beautification Commission on Saturday, April 13th 9am-noon.

L. Partnership with Red Wings and discounted tickets to HTPL library cardholders is in the works: I responded to the invitation, working out details to promote to the public.

M. A tablet was generously donated to the library by a guest. I've wiped it clean and ordered a case for it; both librarians are brainstorming ideas to incorporate its use in the library

N. I met with Dustin from Dekker Agency; he provided us with an insurance quote in 2015 and asked for the opportunity to do so again. Quote obtained

O. We've been invited to host an information table at Graham Elementary Parent-Teacher Conferences on March 28th. There will be two time slots 1-4pm and 5-8pm

P. I attended the SLC Advisory Council Meeting on March 14th. They have asked all SLC Libraries begin finding partnerships for Early Literacy Initiative (Books for Babies). There is a grant being written to fund the initiative, but grants are more successful when outside partnerships on the initiative are already in place. Some hopeful partnerships include preschools, Chamber of Commerce, Friends groups, pediatricians, and any local businesses.

Q. I attended DSLRT at the Royal Park Hotel in Rochester Hills on Friday, 3/15/19; the topic was customer service and we heard from the GM at the Royal Park Hotel how they deliver top-notch customer service

9. Old Business

A. None

10. New Business

A. Option for community input regarding presentations/programs.

11. Board Comment

A. Linda Pillow will be out of the country for the April 15th, will need someone to take minutes. John Da Via will take minutes for the April meeting.

B. Linda Silvonon will not be able to attend the April meeting. She requested a time change for the May 20th meeting. Melissa will look at room options for May 20th at 4:00.

C. Jim Bilen and Melissa Goins are working on comparisons of insurance quotes for the library.

12. Adjournment

A. Motion to adjourn was made by Jim Bilen. Seconded by Linda Silvonon. Motion carried. The meeting was adjourned at 8:10 pm.

Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, April 15, 2019 at 6:30 pm in the Harrison Township Public Library.

Minutes submitted by Linda Pillow, Secretary

Minutes approved:

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President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)