

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, August 19, 2019 6:30 PM
In the Public Library of Harrison Township

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

2. Trustees Present

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

3. Approval of Minutes from July 15, 2019 and July 18, 2019

A. Motion made by Linda Silvonon to approve the minutes from July 15, 2019. Seconded by Jim Bilen. Motion carried.

B. Motion made by Linda Pillow to approve the minutes from Special Meeting July 18, 2019. Seconded by Linda Silvonon. Motion carried.

4. Public Comment

A. None

5. Approval of the Agenda

A. Motion made by Linda Silvonon, seconded by Linda Pillow, to approve the Agenda for the August 19, 2019 meeting. Motion carried.

6. Treasurers Report

A. Review of Revenue and Expenditure Report for period ending 7-31-19.

B. Charter Township of Harrison audit received. \$164,349 was added to the Harrison Township Library fund. Motion made by Carole Wolf, to move \$300,000 from Account #271-000.000-017-000 to Savings/Future Growth Account 271-000.000-017.004. Seconded by Linda Silvonon. Motion carried.

C. Review of Expense Report - Reviewed Expense Report for the July/August 2019 interim, with expenditures totaling \$5,912.01. Motion made by Jim Bilen to accept expense report in the amount of \$5,912.01. Seconded by Linda Silvonon. Motion carried.

7. Committee Reports

A. Renovations Committee -

1. Committee met last week to make final decisions regarding flooring paint, and timetable for renovations. Motion made by Jim Bilen to approve contract with Omega Floors in the amount of \$13,499.76 for carpet installation. Seconded by Carole Wolf. Motion carried.

2. Timeline reviewed for renovation project, with projected closure of 2 weeks to complete all work. Borrow a Shelf will begin September 23rd and run through the 26th.

3. Library due dates will be extended to accommodate closing.

4. A press release will go out on September 4th noting renovations schedule and options to check out greater amount of books, as well as volunteer opportunities.

B. Friends of The Library -

1. Next Friends meeting is scheduled September 9, 2019 at 6:30 pm.

2. Approved up to \$4,000 for interior painting of the library.

3. Approved a BINGO fundraiser for October 25th at 6:30 pm.

4. Approved light refreshments for October 24th, Library's 10 Year

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Anniversary.

- October 26th.
5. Approved hosting a 10-year birthday party for the library on Saturday,
 6. Working on revising their bylaws, approved draft forthcoming.
 7. Scheduled a fundraiser at Lori's Lick 'Em Up on August 20th.

8. Directors Report -

A. July 2019 usage statistics and patron traffic tracking. Checkouts were up and highest so far this year. Friends group made nearly \$500 with July book sales. Julie hosted 27 children's programs with more than 454 guests. Most popular programs were Book Break at the Beach (5 sessions with a total of 254 people), Dinosaur Day (59) and the Macomb County K-9 (50).

B. Library Happenings

1. The Harry Potter style Escape Room put on by Mary R and Julie was a huge success.
 2. Attended the SLC Advisory Council Meeting. Discussions of note are the Macomb County POD program and the Library Go Card.
 3. Received penal fines check in the amount of \$25,504.04, more than anticipated.
 4. Summer Reading has come to a close and final counts are in: participation from 137 children (105 last year), 12 teens (18 last year) and 29 adults (32 last year).
 5. Invited to Packet Pick-Up days/Open Houses at all local elementary schools (Graham, Lobbestael, South River, and Yacks), 2 on August 27th and 2 on August 28th.
 6. The web page for our library updates as well as our wish list is up and running; new floor layout plans have been available in the library for the last week.
 7. SLC announced they are nearly ready to roll out reciprocal borrowing for electronic items (eBooks and eAudiobooks through OverDrive) similar to our borrowing abilities with physical items in MeLCat. More news on that coming soon.
 8. The new library sign created by an Eagle Scout project is installed on the West side of the building. A big thank you to Hunter Berg of Boy Scout Troop 209.
 9. Scheduled to present the library updates plan to the Harrison Township Board of Trustees on Monday, August 26th at 7 pm.
 10. Melissa has scheduled a short vacation and will be out of town from August 21st - 25th. Will be available by phone, text, and email, though response time may be delayed.
- C. Review of the draft budget.
- D. Approval and payment for cabinetmaker. Reviewed quote from Cabinetry by Better Bilt for a total of \$4,770.00 for four custom locked case, and two custom tabletops. Motion made by Linda Silvonon to approve quote from Cabinetry by Better Bilt in the amount of \$4,770.00, seconded by Linda Pillow. Motion carried.

9. Old Business

A. None

10. New Business

A. None

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11. Board Comment

A. Jim Bilen commented on newspaper article regarding the varied role of a Library Director, beyond that of a traditional library director.

12. Adjournment

A. Motion to adjourn was made by Carole Wolf. Seconded by Jim Bilen. Motion carried. The meeting was adjourned at 7:35 pm.

Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, September 16, 2019 at 6:30 pm in the Harrison Township Public Library.

Minutes submitted by Linda Pillow, Secretary

Minutes approved:

President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)