

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, September 16, 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, John Da Via.
Excused Linda Silvonon. Also in attendance: Melissa Goins, Director.

3. Approval of Minutes from August 19, 2019

A. Motion made by Carole Wolf to approve the minutes from August 19, 2019.
Seconded by Jim Bilen. Motion carried.

4. Public Comment

A. None

5. Approval of the Agenda

A. Motion made by John Da Via to approve the Agenda for the September 16, 2019 meeting. Seconded by Linda Pillow. Motion carried.

6. Treasurers Report

- A. Review of Revenue and Expenditure Report for period ending 8-31-19.
- B. Review of Expense Report – Reviewed Expense Report for the August/September 2019 interim, with expenditures totaling \$35,413.81. Motion made by John Da Via to accept expense report in the amount of \$35,413.81. Seconded by Jim Bilen. Motion carried.
- C. Reviewed Improvement Project 2019 financial, including remaining payments to be made. Incidental charges will continue to come in as the project unfolds.

7. Committee Reports

- A. Renovations Committee – Last meeting September 3, 2019. Reviewed status and schedule for Library renovations. Deconstruction begins September 27th and ends with reassembly to be completed by October 10th. Volunteers will assist in disassemble and reassemble. Foster Parents for books to begin September 23rd. Press release was in the Macomb Daily regarding renovations.
- B. Friends of The Library – Last meeting was September 9, 2019.
 - 1. The Lori's Lick 'Em Up fundraiser was a success, raising \$794.
 - 2. Cookie Walk is scheduled for Saturday, December 7th.
 - 3. Drafted Bylaws were sent to attorney for review; will be voted on by membership once final revisions are made.
 - 4. Committed to providing refreshments for Library's 10-year anniversary.
 - 5. Bingo Fundraiser scheduled for Friday, October 25th at 6:30 pm
 - 6. Friends will host the Library's 10-year birthday party with games, prizes, donuts, cider, balloons, and a face painter. Event planned for October 26th from 1-3 pm.
 - 7. Next meeting Monday, November 4th at 6:30.

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8. Directors Report -

A. Usage statistics – August was an average month at the library. Circulations are up from last year, but down from last month, typical for this time of year with summer winding down

B. Attended the SLC Advisory Council Meeting on 9-12-19.

C. Registered to attend the Michigan Library Association Conference October 16-17 in Novi. Julie and Jill will also be attending one day each.

D. We attended packet pick-up days and open houses at most local elementary schools (Graham, Lobbestael, and South River). Received positive feedback and library clerks mentioned an uptick in cards Tuesday evening with traffic stating they saw us at Lobbestael.

E. Updates on our wish list donations: Funds for the children’s seating and the tablet tables have been donated, and those items have been ordered. Use of a pallet jack for 2 weeks has also been donated to the project.

F. We’ve been invited, once again, to attend Hallopalooza on October 26th. Librarians are excited and have begun planning our “theme”.

G. We experienced a roof leak this month and lost 67 large type books. After careful evaluation, Mary Rapas decided to replace about 12 of them. The Township was notified of the leak. Two roof companies have inspected the roof. One noted the gutters require cleaning and need to be reattached to the building, noting no further roof work required. Second company confirmed gutter issues, but noted need for new roof. Township staff has advised they will clean and reattach the gutters, and assess the condition of the roof. There has been no set date for work completion by Harrison Township. Given the timeframe for renovations to the library, Melissa continues to work with Harrison Township for completion prior to renovations. Motion made by John Da Via to approve \$500 from the Contracted Services Building/Maintenance Account to clean and reattach gutters if necessary. Seconded by Jim Bilen. Motion carried.

H. Presented the library updates plan to the Harrison Township Board of Trustees on Monday, August 26th. Township Trustees approved exterior painting.

I. Extremely pleased to announce our community profile project was selected by U of M student Alexis F. and will be completed this semester. Alexis and I have been in touch for our preliminary interview. The project is underway!

J. The laser printer is not behaving well (bad prints, shredded papers, streaks). I emailed Marco to let them know it’s time for the new laser printer, near perfect timing with our project.

K. Ancestry.com and RBDigital Unlimited Audiobooks are ready to roll out. Tom is working on the backend stuff with Apollo. We’ll do a big announcement and hard launch in November or December.

L. Handout: Retired furniture

M. Handout: How to build a Library article.

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9. Old Business

A. None

10. New Business

A. Quote from Apec Electric – Quote includes 2 power poles for children’s computers, electricity to high top study area (connect tract system), power to the single chair seating area (2 outlets and 2 USB ports), and power pole for patron computers. Total cost is \$1,325 for these items. Motion made by Jim Bilen to approve the electrician quote \$1,325. Seconded by John Da Via. Motion carried.

B. Approval of 2020 Budget – 2020 Proposed Budget consistent with prior years. Increased funds for Community Promotion and Para-professionals wage increase secondary to upcoming minimum wage changes. Motion made by Carole Wolf to approve the 2020 Budget of \$506,290.00 as submitted. Seconded by John Da Via. Motion carried. Resolution to Adopt Budget made by Jim Bilen, seconded by Carole Wolf. Roll call vote completed with Resolution to Adopt Budget for 2020 approved.

11. Board Comment

A. None.

12. Adjournment

A. Motion to adjourn was made by Carole Wolf. Seconded by John Da Via. Motion carried. The meeting was adjourned at 7:50 pm.

Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, October 21, 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)