

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

1. Meeting Called to Order by John Da Via at 6:32 pm.
  
2. Trustees Present - Linda Pillow, Carole Wolf, Jim Bilen, John Da Via.  
Absent: Dianne Marvaso, Linda Silvonen.  
Also in attendance: Melissa Goins, Director.
  
3. Approval of Minutes from September 16, 2019 Board Meeting
  - A. Motion made by Carole Wolf to approve the minutes from September 16, 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 amend the Agenda to exclude Items 10 A and B in New Business. Seconded by Carole Wolf. Motion carried. Motion made by Linda Pillow to approve the amended Agenda for the October 21st Board Meeting. Seconded by John Da Via. Motion carried.
  
6. Treasurers Report
  - A. Review of Revenue and Expenditure Report for period ending September 30, 2019.
  - B. Review of Expense Report - Reviewed Expense Report for the September/October 2019 interim, with expenditures totaling \$31,891.27. Motion made by John Da Via to accept expense report in the amount of \$31,891.27. Seconded by Jim Bilen. Motion carried.
  
7. Committee Reports
  - A. Renovations Committee -
    1. Renovations are virtually complete. Note significant community volunteer effort. Very pleased with renovations completed to date.
  
  - B. Friends of The Library -
    1. Friends will be providing refreshments for our 10-year Anniversary Open House on Thursday, October 24th, beginning at 11 am.
    2. Bingo Fundraiser has been rescheduled to March 2020
    3. The Library Big 10 Birthday Party, with games, prizes, beverages and snacks, balloons, and face painter, is planned for October 26th, 1-3 pm.
    4. Next meeting is Monday, November 4, 2019 at 6:30.

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**8. Directors Report-**

A. Usage statistics and patron traffic tracking, September 2019/October 2019. September was a pretty good month at the library. We had a lot of door counts and a lot of circulations despite our closure. Both elevated counts are likely due to the Foster Parent program and the library renovation endeavors. School is back in session and we experienced a huge up-tick in BookFlix traffic (last month 52, this month 5,264).

B. I attended the Michigan Library Association Conference October 16-17 in Novi.

C. We've been invited to attend Hallopalooza again on October 26th. The librarians are excited and have begun planning our "theme". The library was asked to help with contests at the event, and we are prepared to participate.

D. The new laser printer was installed at the tail end of our updates project.

E. The gutters were cleaned and the leaks have ceased.

F. The Improvement Project was a huge success and has been well received by our community.

G. We've partnered with HT Parks and Rec to host the contests at Hallow-palooza on Saturday, October 26th.

H. Our space has some lighting issues that need to be addressed. I will meet with a lighting specialist and our electrician on Wednesday, Oct 23rd.

**9. Old Business**

A. None

**10. New Business**

A. Needed budget amendments

1. We need to move \$500.00 from account 271-000.000-956.000 to 271-000.000-931.000 in order to cover the expense of the drinking fountain. We agreed to use the funds set aside for floor waxing, however those funds were slightly short of the cost. Motion made by John Da Via to transfer \$500 from account 271-000.000-956.000 (Contingency) to 271-000.000-931.000 (Contracted Services Building Services). Seconded by Jim Bilen. Motion carried.

2. We need to move funds from the Contingency Account to the Building Improvements Account to cover the cost of the donated items we purchased. That would necessitate a move of \$1,554.23 from 271-000.000-956.000 to 271-000.000-976.000. Motion made by Jim Bilen to move funds of \$1,554.23 from 271-000.000-956.000 (Contingency) to 271-000.000-976.000 (Building Add and Improvements). Seconded by John Da Via. Motion carried.

3. Chris Hearn's contract review - Motion made by John Da Via to approve the Contract between Harrison Township Public Library and Christopher Hearn's regarding IT services. Seconded by Carole Wolf Motion carried.

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4. Tom Sycko contract review - Motion made by Linda Pillow to approve the contract between Harrison Township Public Library and T.S. Warren Data Services, LLC. Seconded by Carole Wolf. Motion carried.

**11. Board Comment**

A. The Board extends congratulations to Melissa Goins and her staff for the extensive but wonderful work during the renovation.

**12. Adjournment**

A. Motion to adjourn was made by Carole Wolf. Seconded by Jim Bilen. Motion carried. The meeting was adjourned at 7:28 pm.

**Next Meeting**

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

Minutes submitted by Linda Pillow, Secretary  
Minutes approved:

\_\_\_\_\_  
Vice-President (HTPL - Board of Trustees)

\_\_\_\_\_  
Date of Approval

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Secretary (HTPL - Board of Trustees)