

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

1. Meeting Called to Order by Dianne Marvaso at 6:33 pm.

2. Trustees Present - Dianne Marvaso, Linda Silvonen, Linda Pillow, Carole Wolf, Jim Bilen, John Da Via.
Also in attendance: Melissa Goins, Director.

3. Approval of Minutes from October 21, 2019 Board Meeting
 - A. Motion made by John Da Via to approve the minutes from October 21, 2019. Seconded by Carole Wolf. Motion carried.
 - B. Motion made by Linda Silvonen to approve the minutes from the Special Meeting of October 2, 2019. Seconded by John Da Via. Motion carried.

4. Public Comment
 - A. None

5. Approval of the Agenda
 - A. Motion made to amend the Agenda to: add Section 7C, Evaluation Committee, add date of next meeting of December 16, 2019, and eliminate Sections A and B in 10. Motion made by John Da Via. Seconded by Carole Wolf. Motion carried.

6. Treasurers Report
 - A. Review of Revenue and Expenditure Report for period ending October 31 2019.
 - B. Review of Expense Report - Reviewed Expense Report for the October/ November 2019 interim, with expenditures totaling \$23,226.98. Motion made by Jim Bilen to accept expense report in the amount of \$23,226.98. Seconded by Linda Pillow. Motion carried.

7. Committee Reports
 - A. Renovations Committee - A wrap up meeting was held to review improvements made and tally of expenses. Reviewed feedback comments. Discussion held regarding weather protection for front entrance. Six light fixtures were delivered and installed.
 - B. Friends of The Library - Bylaws are still out for review by their attorney. Friends to help with purchase of refreshments and candy canes for the HT Tree Lighting but will not be volunteering at the event. Cookie Walk is scheduled for Saturday, December 7th, 12 pm to 3 pm. Bakers are needed. Bingo Fundraiser has been rescheduled to March 27, 2020, at 6:30 pm. Membership drive ideas will be discussed at the January Meeting. Next meeting is January 27, 2020, at 6:30 pm.
 - C. Evaluation Committee - Recommendation to move the Director Evaluation to

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January annually. The format would remain unchanged. A Directors Evaluation Committee has been formed with John Da Via, Dianne Marvaso, and Linda Pillow.

8. Directors Report-

A. Usage statistics and patron traffic tracking, October 2019/November 2019. October was a slow month at the library. We were closed for part of the month and while we had elevated door counts over our celebrations and right after reopening, overall door counts were down.

B. Several HTPL employees attended Hallow-palooza, where they assisted in hosting contests and were pictured in the Journal. It was a great event despite the rain.

C. The Harrison Township tree lighting has been scheduled for Thursday, December 5th. I anticipate we will help again this year. The Friends have agreed to help with the purchase of refreshments and candy canes, but do not wish to volunteer at the event. I will extend volunteer options to the general volunteer base.

D. We hosted an information table at the MISD "Macomb Reads" event on November 9th.

E. User Survey has been added to the library website. We will compile and review feedback at a future date.

F. New alarm keypad was installed by the staff entrance.

G. DTE came out and addressed the street lights that were not working. Lighting remains an issue for staff parking area. We have identified two additional street lights not working, and will follow up on this.

H. RBdigital audiobooks is up and running.

I. I attended a webinar on Annual Giving Campaigns: Best Practices on October 29th.

J. Abel Electronics installed the remainder of the sound management system.

K. I've been working with Tom to request a check from PayPal for donations received for the renovation project. All verifications are complete and we should receive a check soon.

L. I met with Elizabeth Nicholson, digital archivist for Oakland Community College. HTPL is now eligible to add items to the SLC digital archive. I am working to train staff and setup protocols for a successful archive program. Thus far, an archives team has been formed.

M. Review of 3, 6, and 12 month goals developed by the Board of Trustees in 2018. Goals have been successfully met.

N. The SLC has rolled out temporary library cards; we're working to implement them here at HTPL.

O. The annual state aid report has been submitted.

P. I will be out of town on Monday, December 2nd.

Q. Millage - Detroit Institute of Arts has decided to move their millage request

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from August to March 2020. MISD may also be requesting 1.9 mils for 10 years in March.

9. Old Business

A. None

10. New Business

A. Budget amendments - Reviewed need to move \$2,500 from Contingency Account, 271-000.000-956.000, to Membership in Library Org's Account, 271-000.000-829.000, to cover the expense of our annual library memberships. Motion made by Linda Silvonon to move \$2,500 from account 271-000.000-956.000 to 271-000.000-829.000. Seconded by John Da Via. Motion carried.

11. Board Comment

A. Melissa to follow up with Harrison Township Board regarding roof leaks and options for repair.

B. Discussion held regarding Candidates for Nonpartisan Library Board for 2020. Nominating petitions and affidavits of identify need to be filed no later than April 21, 2010.

12. Adjournment

A. Motion to adjourn was made by Jim Bilen . Seconded by John Da Via. Motion carried. The meeting was adjourned at 8:51pm.

Next Meeting

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