

**MEETING MINUTES**  
**Harrison Township Public Library - Board of Trustees**  
**Monday, December 16, 2019 6:30 PM**  
**In the Public Library of Harrison Township**

1. **Meeting called to order** by Dianne Marvaso at 6:29 pm.
  
2. **Trustees Present** - Dianne Marvaso, Linda Silvonon, Linda Pillow, Carole Wolf, Jim Bilen  
**Excused:** John Da Via  
**Also in attendance:** Melissa Goins, Director.
  
3. **Approval of Minutes** from November 18, 2019 Board Meeting
  - A. Motion made by Linda Silvonon to approve the minutes from November 18, 2019. Seconded by Carole Wolf. Motion carried.
  
4. **Public Comment**
  - A. None
  
5. **Approval of the Agenda**
  - A. Motion made to move the speaker, John Axe, to following Approval of the Agenda, with no other agenda changes. Seconded by Carole Wolf. Motion carried.
  
6. **Presentation by John Axe**
  - A. Mr. Axe, of Clark Hill PLC, provided information as a potential consultant regarding development of a ballot proposition for potential millage.
  
7. **Treasurers Report**
  - A. Review of Revenue and Expenditure Report for period ending November 30, 2019.
  - B. Review of Expense Report - Reviewed Expense Report for the November/ December 2019 interim, with expenditures totaling \$7,047.14. Motion made by Linda Silvonon to accept expense report in the amount of \$7,047.14. Seconded by Jim Bilen. Motion carried.
  
8. **Committee Reports**
  - A. Friends of The Library - Bylaws are back from the attorney, with a few more tweaks required. Kathy is hopeful they will be ready for approval at next Friends meeting on January 27th at 6:30. Cookie Walk was held on December 7th, and was the most successful Cookie Walk to date. Total raised was \$1,500.50, with \$99 in donations received. January meeting will include ideas for membership drive. Crews Inn Library Love fundraiser dinner is in the works for Tuesday, February 11th from 6-9 pm. Spaghetti dinner tickets are \$15. 50/50 Raffle as well as other prize drawings will be held during the event.
  - B. Evaluation Committee - Committee met on December 13th. Staff, Librarians, and Board Members have been randomly chosen to complete evaluations. Committee

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will meet again on January 2nd to review results.

**9. Directors Report**

- A. Usage statistics and patron traffic tracking, November 2019/December 2019. November usage was up from last year.
- B. Staff evaluations with all staff were completed in November.
- C. Harrison Township Tree Lighting was Thursday, December 5th. We provided a contest winner that flipped the switch on the lights as well as hosted Santa in the library.
- D. A user survey has been added to the library website. We have had 8 responders so far.
- E. I received a draft of the community profile from our MSU student. The final draft should be coming soon and I will share it at that time.
- F. The winter flyer is due to C&G News by December 16th and is scheduled to hit the papers on January 8, 2020.
- G. The SLC Annual breakfast was this morning.
- H. The 2018 Annual Report is complete. No significant changes from 2017.
- I. The township staff Christmas party is tomorrow night at Bentley's. All are invited to attend with a guest.
- J. Met with Township officers regarding future growth of the Harrison Township Library.

**10. Old Business**

- A. None

**11. New Business**

- A. Some budget items are very close to their limits, however there are not additional budget revisions that need to be made at this time.

**12. Board Comment**

- A. None

**13. Adjournment**

- A. Motion to adjourn was made by Linda Silvonon. Seconded by Linda Pillow. Motion carried. The meeting was adjourned at 8:33 pm.

**Next Meeting**

- A. The next monthly meeting of the Library Board of Trustees will be held on Monday, January 20, 2020, at 6:30 pm in the Harrison Township Public Library.

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**Minutes submitted by** Linda Pillow, Secretary

**Minutes approved:**

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President (HTPL - Board of Trustees)

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Date of Approval

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Secretary (HTPL - Board of Trustees)