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 Silvonen, 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 Silvonen 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

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
      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 Silvonen. 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:

__________________________________________  ____________________________
President (HTPL - Board of Trustees)                 Date of Approval

__________________________________________
Secretary (HTPL - Board of Trustees)