

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, March 16,2020 6:30 PM 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** - February 17, 2020 Board Meeting

A. Motion made by Carole Wolf to approve the minutes from February 17, 2020. Seconded by Linda Silvonen. Motion carried.

4. **Public Comment**

A. None.

5. **Approval of the Agenda**

A. Motion made by Linda Silvonen to amend the agenda to include: 10 A. Review of ballot language, 10 B. Community Relations Manager, 10 C. Review of new rates for attorney, 10 D. Coronavirus Discussion. Seconded by Linda Pillow. Motion carried.

Motion made by Linda Silvonen to amend the agenda to include 10E, revision of GOV-01, Article 4, Section 4. Seconded by Jim Bilen. Motion carried.

6. **Treasurers Report**

A. Review of Revenue and Expenditure Report for period ending February 29, 2020. Expenses are consistent with expectations and time of year.

B. Review of Expense Report - Reviewed Expense Report for the February 2020/ March 2020 interim, with expenditures totaling \$9,760.51. Motion made by John Da Via to accept the Expense Report for February 2020/March 2020 in the amount of \$9,760.51. Seconded by Jim Bilen. Motion carried.

7. **Committee Reports**

A. Friends of The Library-

1. St. Hubert Fish Fry Bake Sale was a huge success, raising \$845.

2. Secondary to Coronavirus all future meetings and events are cancelled, including Bingo, Membership Madness, and Friends meetings.

8. **Directors Report**

A. Usage statistics and patron traffic tracking, February/March 2020 interim.

1. February was a slower month than January, which follows historical patterns. February 2020 was higher than February 2019 usage.

2. New phones have been installed. They are working and easy to use.

3. Mobile hotspots have been delivered and hope to have them in circulation by end of April.

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4. I attended the SLC Advisory Council meeting. Topics of note included Coronavirus and library management. Discussed grants for early literacy, including literacy kits.

5. We will again participate in Food for Fines during the month of April. Late fees will be waived for those that bring in canned goods. This only applies to late fines, not fees for lost materials.

6. Township is working on a partnership with Friendship House - the Library may be included in some aspects of that partnership.

7. The Library staffed information tables at the Early Childhood Center Open House and at L'Anse Creuse High School Parent Teacher Conferences.

8. The Library is working on two Census events with the Township; one at the Township Senior Center and one in partnership with Mount Clemens and Clinton Township at Joy Park on April 23. The Library will provide Census assistance as well as mobile hot spots and laptops for both events. These events are currently on hold secondary to Coronavirus.

9. OverDrive has a new feature called Hold Redelivery. In short if your hold is ready and you are not, you can choose to let the next person have it without losing your place in the holds queue.

10. Two library representatives attended the Nuts and Bolts Millage Workshop in Lansing on March 3, 2020.

11. We have new Library promotional pens and have also ordered a larger size plastic bag. String backpacks were ordered during a sale for use during the summer reading program.

12. Plans for the Summer Reading Program, June 20th, are underway.

13. Our March calendar was very full, with something almost every day of the month. It's impressive. However now cancelled secondary to Coronavirus.

14. Bike Repair station is scheduled to arrive this month. A final installation date has not been set.

9. Old Business

A. None

10. New Business

A. Review of ballot language - Motion made by Linda Silvonon to approve the Library Millage Proposal Language. Seconded by Jim Bilen. Motion carried unanimously.

B Community Relations Manager - Motion made by Linda Silvonon to create the position of Community Relations Manager. Seconded by Joh Da Via. Motion carried. Motion made by John Da Via to move \$15,000 out of Contingency, into ParaProfessional Salaries. Seconded by Carole Wolf. Motion carried.

C. Review of new rates for our attorney - Motion made by John Da Via to approve the cost increase for Anne Seuryneck to \$210 per hour. Seconded by Linda Pillow. Motion

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carried.

- D. Coronavirus Discussion - CoronaVirus and pandemic plan discussion -
- a. We have made disinfectant wipes available to the public and are attempting to secure more hand sanitizer. Gloves ordered for the staff.
 - b. Library closed until April 5, 2020. The Governor issued an executive order on 3-16-2020 to close all public libraries until April 5, 2020.
 - c. Library is open for staff. Staff will focus on completion of library inventory. Librarians are working on creation of digital content for immediate use. Digital content will be on FaceBook and YouTube. Staff has been advised they do not have to be present for work if they feel vulnerable to the Coronavirus.
 - d. Paid time off for emergencies - Reviewed Emergency Closing Policy PAY-05. Given the Governor's mandated closing of libraries through April 5th, secondary to the Coronavirus pandemic, discussion was held regarding amending paid time off for staff who may feel a health risk. Motion made by Jim Bilen to temporarily override PAY-05 3D, amending pay for time missed from "...up to 2 weeks ..." to extending through April 30, 2020. This will be reviewed at the April 20, 2020. Board Meeting. Seconded by Linda Pillow. Motion carried.

E. Motion made by John Da Via to amend GOV-01 Section 4, change "...Board member may participate virtually or via telephone as a non-voting member" to "...Board member may participate virtually or via telephone as a voting member." Seconded by Linda Silvonon. Motion carried.

F. A Workers Compensation claim was filed by an employee of Harrison Township. Due to confusion with EIN, as well as insurance coverage for Harrison Township and the Library, the claim was assigned to the Library. The individual is not an employee of the Library. The Township is working to resolve this issue.

11. Board Comment

A. None

12. Adjournment

A. Motion to adjourn by John Da Via. Seconded by Linda Silvonon. Motion carried. The meeting was adjourned at 8:41 pm.

Next Meeting

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

Minutes submitted by Linda Pillow, Secretary

Minutes approved:

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President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)