

**MEETING MINUTES**  
**Harrison Township Public Library - Board of Trustees**  
**Monday, April 20,,2020 6:30 PM**  
**Via Zoom Meeting secondary to Executive Order 2020-42**

1. **Meeting called to order** - by Dianne Marvaso at 6:35 pm.

**2. Trustees Present** - Dianne Marvaso, Linda Silvonen, Linda Pillow, Carole Wolf, Jim Bilen, John Da Via

**Also in attendance:** Melissa Goins, Director, Tom Sycko manager of Zoom Meeting

**3. Approval of Minutes** - March 16, 2020 Board Meeting

A. Motion made by Linda Silvonen to approve the minutes from March 16, 2020. Seconded by John Da Via. Roll Call vote - John Da Via yes; Carole Wolf yes; Linda Pillow yes; Jim Bilen yes; Linda Silvonen yes; Dianne Marvaso yes. Motion carried.

**4. Public Comment**

A. None.

**5. Approval of the Agenda**

A. Motion made by Linda Silvonen to add 9B Discussion of millage, under Old Business, and 10C Covid Safety Discussion, under New Business. Seconded by John Da Via. Roll call vote - John Da Via yes; Carole Wolf yes; Linda Pillow yes; Jim Bilen yes; Linda Silvonen yes; Dianne Marvaso yes . Motion carried.

**6. Treasurers Report**

A. Review of Revenue and Expenditure Report for period ending March 31, 2020. Expenses are consistent with expectations and time of year.

B. Review of Expense Report - Reviewed Expense Report for the March 2020/April 2020 interim, with expenditures totaling \$10,661.90. Motion made by John Da Via to accept the Expense Report for March2020/April 2020 in the amount of \$10,661.90. Seconded by Linda Silvonen. Roll call vote - John Da Via yes; Carole Wolf yes; Linda Pillow yes; Jim Bilen yes; Linda Silvonen yes; Dianne Marvaso yes. Motion carried.

**7. Committee Reports**

A. Friends of The Library - All Friends events are currently on hold.

**8. Directors Report**

A. Usage Statistics - Naturally from the building closure, physical checkouts and door counts were down. However we quickly moved to create digital content to keep our community engaged with our library. These items are counted as electronic item usage according to the state's definition of digital programs. As a result, our electronic item usage was great in March. We had 2,478 clicks on our digital content in March. E-usage moved our checkout grand total to 1,100 higher than our collection usage last month and 1,300 higher than our total collection usage last year.

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B. The librarians currently have digital content created to air 3 times per week through May 2, 2020, and will continue to create digital content.

C. Bike Repair station on hold.

D. The C&G summer flyer is cancelled. We had to scrap all our summer programs and revamp. We will not meet the design deadline to be in the C&G on June 13, 2020. We have decided to design a flyer to print in-house and distribute by our own means. Mailing a summer newsletter is a good option

E. Summer Reading -

1. Revamping our summer reading programs so they do not include shared prize bins. The librarians are currently exploring options for a digital summer challenge program where participants can earn e-badges and pickup designated prizes in the library. Plans are still in progress.

2. Summer Reading Kickoff is cancelled.

3. Summer Reading Wrap-up Party is cancelled. Plans in progress for alternative options.

F. Tom Sycko is working on an updated website.

G. Library offering online temporary cards at this time.

H. Most staff are presently working in some capacity at home. Tasks include database cleanup from reports I provided, attaching scanned images to our system, cataloging anticipated purchases repairing damaged books, creating reading lists, drafting book reviews, and even cleaning up our old emails and electronic files. It's a great time for us to catch up on all the tasks we can't always get to routinely.

I. Working to draft plans for reopening when we are able. During economic downturns libraries experience surges as our resources are in demand. Option of establishment of a self-check out station.

## **9. Old Business**

A. Review of paid time off during emergencies. Motion made by John Da Via to continue to pay employees of the library until the Governor allows libraries to reopen. Seconded by Jim Bilen. Roll Call vote - John Da Via yes; Carole Wolfe yes; Linda Pillow yes; Jim Bilen yes; Linda Silvonen yes; Dianne Marvaso yes. Motion carried.

B. Discussion of millage - Motion made by Carole Wolf to postpone the milage for the August election timeframe. Seconded by Linda Pillow. Roll call vote John Da Via no ; Carole Wolf yes; Linda Pillow yes; Jim Bilen no; Linda Silvonen no; Dianne Marvaso no. Motion failed. Dianne Marvaso, Linda Silvonen, and Jim Bilen will be working with Melissa to put together pertinent points for the millage campaign.

## **10. New Business**

A. Review of 03-Circ-01 Library Card Policy - Addition of an online temporary library card, good for 90 days and valid for electronic resources only. Patrons then

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requested to come into the library for a full card. Motion made by Linda Silvonen to accept the revised 03-Circ-01. Seconded by John Da Via. Roll call vote - John Da Via yes; Carole Wolf yes; Linda Pillow yes; Jim Bilen yes; Linda Silvonen yes; Dianne Marvaso yes. Motion carried.

B. Review of 04-Circ-02 Loan, Renewal Policy - Allows for a \$1.00 day late fee for Mobile Hotspots. Motion made by Linda Pillow to approve 04-Circ-02 Loan policy. Seconded by John Da Via. Roll call vote - John Da Via yes; Carole Wolf yes; Linda Pillow yes; Jim Bilen yes; Linda Silvonen yes; Dianne Marvaso yes. Motion carried.

C. Covid safety discussion - Reviewed information with decision to form a Covid 19 committee to review and develop safety precautions in preparation for library reopening when approved by the Governor. Committee to include Linda Pillow, Linda Silvonen, John Da Via and Melissa Goins.

**11. Board Comment**

A. Linda Silvonen and the Board extended thanks to Melissa for her hard work.

**12. Adjournment**

A. Motion to adjourn by Linda Silvonen. Seconded by John Da Via. Roll call vote - John Da Via yes; Carole Wolf yes; Linda Pillow yes; Jim Bilen yes; Linda Silvonen yes; Dianne Marvaso yes. Motion carried. The meeting was adjourned at 8:32 pm.

**Next Meeting**

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, May 18, 2020, at 6:30 pm in the Harrison Township Public Library, unless otherwise determined by Governor's order.

**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)