

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, May 18, 2020 6:30 PM
Via Zoom Meeting secondary to Executive Order 2020-42

1. **Meeting called to order** - by Dianne Marvaso at 6:29pm.

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

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

3. **Approval of Minutes** - April 20, 2020 Board Meeting, and May 11, 2020 Special Meeting

A. Motion made by John Da Via to approve the minutes from April 20, 2020. Seconded by Linda Silvonen. Roll Call vote - John Da Via yes ; Carole Wolf yes; Linda Pillow yes; Linda Silvonen yes; Dianne Marvaso yes.

B. Motion made by John Da Via to approve the minutes of May 11, 2020, with typographical changes made to correct spelling of Carole Wolf's name. Seconded by Linda Pillow. Roll Call vote - John Da Via yes ; Carole Wolf yes; Linda Pillow yes; Linda Silvonen yes; Dianne Marvaso yes.

4. **Public Comment**

A. None.

5. **Approval of the Agenda**

A. Motion made by Linda Pillow to amend the agenda to include the approval of the Special Meeting May 11, 2020, under Approval of Minutes, B. Seconded Linda Silvonen. Roll Call vote: John Da Via yes; Carole Wolf yes; Linda Pillow yes, Linda Silvonen yes, Dianne Marvaso yes.

B. Motion made by Linda Silvonen to amend Agenda to include: 7. Committee Reports - add A. Library Millage Report, 7B Reopening Report; and 10. New Business - add D. Printing of Summer Flyer, E. Cabinet Purchase, F. Discussion of moving public comment, G. Discussion of the millage bullet points, and H. Jim Bilen's retirement and replacement discussion. Seconded by John Da Via. Roll Call vote - John Da Via yes ; Carole Wolf yes; Linda Pillow yes; Linda Silvonen yes; Dianne Marvaso yes.

6. **Treasurers Report**

A. Review of Revenue and Expenditure Report for period ending April 30, 2020. Expenses are consistent with expectations and time of year.

B. Review of Expense Report - Reviewed Expense Report for the April 2020/May 2020 interim, with expenditures totaling \$3,863.88. Motion made by Linda Silvonen to accept the Expense Report for the April 2020/May 2020 in the amount of \$3,863.88. Seconded by John Da Via. Roll Call vote - John Da Via yes; Carole Wolf yes; Linda Pillow yes; Linda Silvonen yes; Dianne Marvaso yes. Motion carried.

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, May 18, 2020 6:30 PM
Via Zoom Meeting secondary to Executive Order 2020-42

7. Committee Reports

A. Millage Committee - A ballot question committee in support of the millage is being formed.

B. Re-Opening Committee - The Committee met, and Melissa provided information and diagrams regarding reopening. Anticipate a 4 stage process. Per input from the Suburban Library Cooperative, returned books will be quarantined for 72 hours prior to being placed in a delivery bin to be sent to other libraries, or reshelved.

8. Directors Report

A. Usage Statistics - due to the building closure physical checkouts and door counts are almost nil. However, we pivoted our services quite well. 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 April. We had 3,723 clicks on our digital programs in April, and our electronic service usage increased by 282% over last year (5,375 electronic uses in 2020 over 1,903 in 2019). We have done a good job pivoting our services to meet current need.

B. The librarians are continuing to create digital content and conduct digital programs that will continue over the summer and possibly into the fall.

C. The C&G Summer Flyer is cancelled. We've decided to design a flyer to print in-house and distribute by our own means. Mailing a summer newsletter is a good option.

D. Summer Reading

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

2. Summer Reading Challenges begin June 1, 2020. There will be options for Teen as well as Adult challenges.

3. Summer Reading Wrap-up Party is cancelled. Alternative plans include use of "brag tags" for completion of various tasks, including registering, completion of reading assignments, school participation, etc.

E. We rolled out a new website on May 4th. We're hoping for improved functionality.

F. Most staff are still working in some capacity at home. Working to draft plans for reopening when we are able.

G. We're working to get our summer newsletter out other than using C&G, which is currently closed. I've received quotes from several different companies for your review.

H. I've been working with 2 companies on quotes for a storage/counter that will house our self checkout station. Our library system recently announced that our guests can use the same station to check in their materials so we can send them directly to

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, May 18, 2020 6:30 PM
Via Zoom Meeting secondary to Executive Order 2020-42

quarantine, which eliminates staff contact. I've received quotes for your review.

9. Old Business

A. None

10. New Business

A. Budget Revisions - Librarians have not been able to purchase physical materials. They have requested transfer of monies from physical to electronic materials.

B. Stages of Reopening Plan - Attorney has requested the Board approve the Stages of Reopening Plan. Motion made by Linda Silvonen to approve the Stages of Reopening. Seconded by John Da Via. Roll Call vote - John Da Via yes; Carole Wolf yes; Linda Pillow yes; Linda Silvonen yes; Dianne Marvaso yes. Motion carried.

C. Emergency Policy and Procedures Authority - Discussed GOV-4 Emergency Situations and Authority to Act. Recommendation to amend Emergency Situations and Authority to Act to add the following after the first sentence in 1. Directors role: "and notify the Board of Trustees within 24 hours of emergency actions." Motion made by John Da Via to approve Emergency Situations and Authority to Act, GOV-04, with amendment. Seconded by Linda Silvonen. Roll Call vote - John Da Via yes; Carole Wolf yes; Linda Pillow yes; Linda Silvonen yes; Dianne Marvaso yes. Motion carried.

D. Printing of Summer Flyer - In the past, we have utilized C&G news to circulate the Summer Flyer. C & G is not currently publishing. Reviewed quotes from PFL, Growmail, Printing by Johnson, and Alegra Printing. Motion made by John Da Via to authorize the Director to spend a maximum of \$5,400.00 for printing the Summer Flyer. Seconded by Linda Silvonen. Roll Call vote - John Da Via yes; Carole Wolf yes; Linda Pillow yes; Linda Silvonen yes; Dianne Marvaso yes. Motion carried.

E. Self Checkout Cabinet Purchase - Reviewed quotes received. Recommendation made to purchase the cabinet from Interior Environments Office.

F. Discussion of moving Public Comment. John Da Via will review Roberts Rules of Orders and we will discuss this at the next Board Meeting in June as Old Business.

G. Discussion of the Millage Promises. Reviewed bullet points, with modifications made. Motion made by Linda Pillow to accept the 5 bullet points for Millage Promises as written. Seconded by John Da Via. Roll Call vote - John Da Via yes; Carole Wolf yes; Linda Pillow yes; Linda Silvonen yes; Dianne Marvaso yes. Motion carried.

H. Jim Bilen's retirement and replacement discussion - Reviewed and accepted retirement letter from Jim Bilen regarding his retirement from the Board. Motion made by John Da Via to award Jim Bilen the title of Trustee Emeritus for dedicated service and work in the Township on behalf of the library. Seconded by Carole Wolf. Roll Call vote - John Da Via yes; Carole Wolf yes; Linda Pillow yes; Linda Silvonen yes; Dianne Marvaso yes. Motion carried. A notice of Trustee vacancy will be placed on the Library website home page.

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, May 18, 2020 6:30 PM
Via Zoom Meeting secondary to Executive Order 2020-42

11. Board Comment

A. None

12. Adjournment

A. Motion to adjourn made by Linda Silvonen. Seconded by John Da Via. Roll Call vote - John Da Via yes; Carole Wolf yes; Linda Pillow yes; Linda Silvonen yes; Dianne Marvaso yes. Motion carried. The meeting was adjourned at 8:42 pm.

Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, June 15, 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:

President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)