

**MEETING MINUTES**  
**Harrison Township Public Library - Board of Trustees**  
**Monday, July 20, 2020 6:30 PM**  
**via Zoom Meeting**

1. **Meeting called to order** - by Dianne Marvaso at 6:33 pm.

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. **Public Comment**

A. None

4. **Approval of Minutes** - June 15 , 2020

A. Motion made by Carole Wolf to approve the minutes from June 15, 2020.

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.

5. **Approval of the Agenda**

A. Reiterated process for Public Comment regarding agenda items listed under Agenda Items 9. Old Business and 10. New Business that require a Board vote. Public Comment will be held following discussion of the agenda item, and prior to voting. All items anticipated to require a vote and hence Public Comment will be listed with an \*.

Motion made by Linda Silvonen to approve the Agenda for the 7-20-2020 meeting.

Seconded by Linda Pillow.

Roll Call Vote - John Da Via Yes; Carole Wolf Yes; Linda Pillow Yes; Linda Silvonen Yes; Dianne Marvaso Yes. Motion carried.

6. **Treasurers Report**

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

B. Review of Expense Report - Reviewed Expense Report for the June 2020/July 2020 interim, with expenditures totaling \$26,411.25. Motion made by John Da Via to accept the Expense Report for the June 2020/July 2020 interim in the amount of \$26,411.25. 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.

7. **Committee Reports**

A. None

**MEETING MINUTES**  
**Harrison Township Public Library - Board of Trustees**  
**Monday, July 20, 2020 6:30 PM**  
**via Zoom Meeting**

**8. Directors Report**

A. Usage statistics look a lot like previous months. Elevated e-checkouts and elevated online program statistics, decreased foot traffic.

B. The library is open for normal hours of operation with limited occupancy and limited visits of 30 minutes; decreased traffic; minimal issues overall.

C. The Outdoor Open House on June 27th was a success. Jim Bilen was honored as Trustee Emeritus and a socially distanced good time was had by all.

D. Wi-Fi hotspots were announced to the public and have been well received; all five are currently checked out with reserves waiting.

E. The library sent out an informational postcard and has an upcoming ad scheduled for the July 22nd C&G News regarding millage information.

F. Dianne Marvaso and Melissa Goins spoke at the July 13th Harrison Township Board Meeting to talk about the library millage and library usage.

G. The self-checkout cabinet has arrived; the added storage space is much appreciated.

H. Melissa Goins partnered with Diane Nelson, Senior Center Coordinator, to create a Meet the Candidates of Harrison Township 2020 webpage. It is up and running. Within the first 24 hours the page had 406 visits.

I. Currently working with a hiring committee to review candidates for the Community Relations Manager position. We received over 40 applicants.

J. The Journal printed an article on the library millage in the July 8th edition.

K. Melissa submitted two CARES Act grant applications on July 6th. One is for \$500 in PPE and another grant is to address digital inclusion, requesting \$3,000 for 5 more wi-fi hotspots.

L. Our library requested and was selected to receive a "Rightfully Hers" display from the National Archives and Records Administration to celebrate the 100th anniversary of the 19th Amendment on August 18, 2020. This display explores the generations long fight for universal women's suffrage. The pop-up display will be in the library through the month of August.

M. United for Libraries virtual conference is coming up August 4-6. Please let me know if you'd like to attend. It is free to attend with our state sponsored membership.

N. MelCat requesting from other libraries will begin again on August 10th.

O. Youth Librarian, Julie Dries, has created a virtual escape room that will air to the public on July 27th.

P. Shred day is this Friday, July 24th.

**9. Old Business**

A. None

**MEETING MINUTES**  
**Harrison Township Public Library - Board of Trustees**  
**Monday, July 20, 2020 6:30 PM**  
**via Zoom Meeting**

**10. New Business**

A. None

**11. Board Comment**

A. Welcome to individuals listening in to the Zoom meeting.

**12. Adjournment**

A. Motion to adjourn was made by John Da Via. Seconded by Carole Wolf. Roll Call Vote - John Da Via Yes; Carole Wolf Yes; Linda Pillow Yes; Linda Silvonon Yes; Dianne Marvaso Yes. Motion carried.

The meeting was adjourned at 7:06 pm.

**Next Meeting**

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, August 10, 2020, at 6:30 pm. Whether the meeting will be held in the Library or via Zoom will be determined prior to the August meeting.

**Minutes submitted by** Linda Pillow, Secretary

**Minutes approved:**

\_\_\_\_\_  
President (HTPL - Board of Trustees)

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Secretary (HTPL - Board of Trustees)