

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, September 21, 2020 6:30 PM
via Zoom Meeting

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

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

Also in attendance - Melissa Goins, Director

3. Public Comment

A. None

4. Approval of Minutes - August 17, 2020, and August 31, 2020.

A. Motion made by John Da Via to approve minutes from August 17, 2020.

Seconded by Carole Wolf .

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

B. Motion made by Linda Silvonen to approve minutes from August 31, 2020.

Seconded by John Da Via.

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

5. Approval of the Agenda

A. Dianne Marvaso recommended a change in the order of Treasurer's Report.

Motion made by Linda Silvonen to change order of Treasurers Report, with A. Review of Financial Statement, and B. Review of Expenses. Seconded by Blake Hurley.

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

B. Motion made by Linda Pillow to add Preliminary Audit Report to Treasurers

Report as C. Seconded by Linda Silvonen.

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

6. Treasurers Report

A. Review of Financial Statement for period ending August 31, 2020. Expenses are consistent with expectations and time of year.

B. Review of Expense Report - Reviewed Expense Report for the August 2020/ September 2020 interim, with expenditures totaling \$8,508.99.

Public Comment: None

Motion made by John Da Via to approve the Expense Report for the August 2020/ September 2020 interim in the amount of \$8,508.99. Seconded by Linda Silvonen.

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

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C. Preliminary Audit Report - preliminary report received from Harrison Township. Possible increase of revenue will be received from review of taxes. Anticipate printed reports may be available in time for October Board meeting.

7. Committee Reports

A. Ad Hoc Committee - met on Sept 18th to discuss verbiage for open Board position that will be available November. This will be submitted to the Township, placed on the Library website, newsletter and Facebook. Letters of intent can be submitted and reviewed. Goal is to appoint an individual to the Board by the January 2021 meeting.

B. Friends - The Friends are hosting a Used Book Sidewalk Sale on Saturday, September 26, 2020, from 12-4 pm. Next meeting of Friends is scheduled for Monday, September 28, 2020 at 6:30 pm via Zoom

8. Directors Report

A. We are still operating with less in-house traffic and less circulations than pre-pandemic. However, we still have solid usage numbers. Physical visits at 57% compared to last year and physical checkouts at 79% compared to August 2019. Electronic usage is up by 281% from last year due to online programming and website visits are up 113%. There is a prominent lean towards the electronic resources/remote usage. We should pay attention and support the shift.

B. The Suburban Library Cooperative has issued a press release about Virtual Library Cards for students, and how libraries can help families in our current environment. Virtual Library Cards allow students access to free tutoring and homework with [tutor.com](https://www.tutor.com) as well as access to electronic resources that may be needed for virtual learning. The press release benefits all Suburban Library Cooperative libraries. Melissa has had contact with C&G newspapers and was interviewed about Virtual Library Cards and benefits. Anticipate an article in the C&G newspapers in the near future

C. "Give the Gift of a Story" will be rolled out in October. The library will recruit volunteers to record an online storytime; storytellers can dedicate their storytime to loved ones making the storytime a gift to both the library and their loved ones too.

D. Several members of the Library Board as well as the Friends Board attended a Library Advocacy and Funding Conference.

E. Note need for purchase of a laptop for Kayla Dimick, our new Community Relations Manager. Laptops currently in high demand, will not be available for a few months. Additionally prices have increased by several hundred dollars, Will review accounts in November.

F. Operating Expenses have increased secondary to purchase of items necessary for personal protection equipment, even with awarding of grant for PPE. These unexpected expenses may result in an overage in Operating Expenses in budget.

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G. Outdoor picnic tables, one for each side of the building. Students previously came and waited in and utilized the library after school. Purchase of picnic tables will allow students options to sit outside and complete homework.

9. Old Business

A. None

10. New Business

A. Melissa spoke with Township regarding raises for Circulation Staff. Board Motion is required. A motion by John Da Via to increase the library associates pay from \$10.50 to \$11.50 per hour effective 9-21-2020. Seconded by Linda Silvonon
Roll Call Vote - John Da Via Yes; Carole Wolf Yes; Linda Pillow Yes; Linda Silvonon Yes; Blake Hurley Yes; Dianne Marvaso Yes. Motion carried.

11. Board Comment

A. Linda Silvonon expressed pleasure with the library's operation through the pandemic. Note Harrison Township library was able to open early, and provided great service to residents.

12. Adjournment

A. Motion to adjourn was made by Linda Silvonon. Seconded by Blake Hurley.
Public Comment: None
Roll Call Vote - John Da Via Yes; Carole Wolf Yes; Linda Pillow Yes; Linda Silvonon Yes; Blake Hurley Yes; Dianne Marvaso Yes. Motion carried.

The meeting was adjourned at 7:43 pm.

Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, October 19, 2020, at 6:30 pm. Whether the meeting will be held in the Library or via Zoom will be determined prior to the October meeting and appropriate notice will be provided.

Minutes submitted by Linda Pillow, Secretary

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Minutes approved:

President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)