

**MEETING MINUTES**  
**Harrison Township Public Library - Board of Trustees**  
**Monday, October 19, 2020 6:30 PM**  
**via Zoom Meeting**

1. **Meeting called to order** - by John Da Via at 6:35 pm.

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

**Also in attendance** - Melissa Goins, Director

**3. Public Comment**

A. None

**4. Approval of Minutes** - September 21, 2020.

A. Motion made by Linda Silvonen to approve minutes from September 21, 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.

**5. Approval of the Agenda**

A. Motion made by Carole Wolf to amend: **6. Treasurers Report** by moving Review of Financial Statement to A, Review of Expenses to B, and under **10. New Business** adding A. Approval of contracts. 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 September 30, 2020 - Expenses are consistent with expectations and time of year. Have received approximately \$3,000 more in revenue than budgeted.

B. Review of Expense Report - Reviewed Expense Report for the September 2020/October 2020 interim, with expenditures totaling \$23,625.99.

Public Comment: None

Motion made by Linda Silvonen to approve the Expense Report for the September 2020/October 2020 interim in the amount of \$23,625.99. 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.

C. Annual Report - generally consistent with 2018, however note funds spent for library renovations. Harrison Township Library staffing costs are 40% of the budget. Average expenditures of Class IV libraries in Michigan for library staffing is 61% of the budget.

D. Public Comment - none

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Motion made by Linda Pillow to accept the 2019 Annual Report. 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.

**7. Committee Reports**

A. Friends-

1. The Friends Sidewalk Used Book Sale on September 26, 2020, raised \$500.
2. The Friends nominating committee is currently accepting nominations for four vacant board positions.
3. Next meeting scheduled for Monday, November 30, 2020 at 6:30 pm via Zoom
4. Friends are hosting a Virtual Cookie Walk this year. Donations of \$20 or more to the Virtual Cookie Walk will receive a Cookie Gift Bag featuring cookies, tea, coffee, and All Star Recipes from previous Cookie Walks.

B. Board Vacancy Committee - one applicant received to date.

**8. Directors Report**

A. Usage Statistics - Physical circulations are down considerably from this time last year, but slightly increased over September 2018 and September 2017. Last year at this time we had "foster parents" checking out material to keep during our library updates project.

B. Meet the Candidate interviews were recorded for Library Board and School Board candidates per several public requests.

C. "Give the Gift of a Story" rolled out in October. The library is actively recruiting volunteers to record an online storytime; invitations to record a story were sent to all Harrison Township Trustees as well as local officials in Macomb County.

D. First reimbursement request submitted for the CARES Act Grant PPE in the amount of \$281.39 of the \$500 we were approved to receive.

E. The library sent out a letter to L'Anse Creuse educators to solidify our relationship as an educational partner, remind staff of virtual library cards for students, and offer our services this school year.

F. The library participated in the Harrison Township Hallowpalooze on Saturday, October 17, 2020. The Library won first place for their decorations and display.

G. \$1 million increase in state aid to libraries; clearly a nod to how important libraries are during this time of recovery.

H. LAFCON bonus sessions will be obtained for all staff and all library board members

I. The picnic tables for outside the library were ordered and have arrived.

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J. The library received a ballot drop box from the Township Clerk in order to collect absentee ballots.

K. Phone conversations including campaign analysis discussion with Patrick Sweeney from EveryLibrary. Recommend completion of an updated polling analysis in the January/February interim to evaluate public needs/perceptions and impact of Covid-19. Options will be explored to access lists of individuals who make political and charitable donations. Additional trainings are available in the future.

L. An employee has retired, opening a library position, which will be posted.

M. Note issue of small number of people removing masks or lowering masks below their nose after entering the library. Additionally note individuals are bringing large drinks into the library, and not wearing masks stating they have mask off to drink. Melissa notes they may need to roll back the food and drink policy for patrons. Note need to enforce 30 minute timeline for remaining in the library.

N. Directors health benefits - question regarding health care benefits that are available - is it for individual or family? Melissa will explore this for next month.

**9. Old Business**

A. None

**10. New Business**

A. Chris Hearn's contract review - Director noted pleased and recommended renewal of contract.

Public Comment - none

Motion made by Linda Silvonon to approve the contract between Christopher Hearn's regarding IT services and the Harrison Township Library at an annual cost of \$4,320. Seconded by Carole Wolfe.

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

B. T. S. Warren Data Services contract review - Director noted pleased with services and recommended renewal of contract. He has requested a 7% increase. He has not raised his costs since 2015.

Public Comment - none

Motion made by Carole Wolf to continue the contract between T. S. Warren Data Services and Harrison Township Library in the amount of \$7,500. Seconded by Blake Hurley.

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 her pleasure in being on the Board and work with the

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library. This will be her last meeting as a Board member. Thank you Linda Silvonen for your dedication and work on behalf of the Harrison Township Library.

**12. Adjournment**

A. Motion to adjourn was made by Linda Silvonen. 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. The meeting was adjourned at 7:45 pm.

**Next Meeting**

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, November 16, 2020, at 6:30 pm. Whether the meeting will be held in the Library or via Zoom will be determined prior to the November meeting and appropriate notice will be provided.

**Minutes submitted by** Linda Pillow, Secretary

**Minutes approved:**

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President (HTPL - Board of Trustees)

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

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Secretary (HTPL - Board of Trustees)