

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, January 18, 2021 6:30 PM
via Zoom Meeting

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

2. Trustees Present - John Da Via from Harrison Township; Carole Wolf from Harrison Township; Diane Nelson from Harrison Township; Linda Pillow from Harrison Township; Blake Hurley from Harrison Township; Dianne Marvaso from Harrison Township.

Also in attendance - Melissa Goins, Director from Harrison Township.

3. Public Comment

A. None

4. Approval of Minutes - December 21, 2020.

A. Motion made by John Da Via to approve Minutes of December 21, 2020.

Seconded by Carole Wolf.

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

5. Approval of the Agenda

A. Motion made by Linda Pillow to modify the date to reflect 18th not 28th, and 2021. Seconded by John Da Via.

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

6. Treasurers Report

A. Review of Financial Statement for period ending December 31, 2020 - Expenses are consistent with expectations and time of year, with some reduction in expenses given closure secondary to covid virus.

B. Review of Expense Report - Reviewed Expense Report for the December 2020/ January 2021 interim, with expenditures totaling \$17,854.91.

Public Comment: None

Motion made by Blake Hurley to approve the Expense Report for the December 2020/ January 2021 interim in the amount of \$17,854.91. Seconded by Diane Nelson.

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

7. Committee Reports

A. Friends - Next meeting scheduled for Monday, January 25th at 6:30 via Zoom.

B Evaluation Committee - John Da Via expressed gratitude to the Evaluation Committee members. Responses to request for input regarding Melissa's Goins' job performance were excellent. Discussion held regarding formation of a Compensation Committee to review Director's compensation package. A committee has been formed

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compromised of Blake Hurley, Linda Pillow, and Dianne Nelson.

8. Directors Report

A. Usage Statistics - usage seems to be following what we expect. Physical material usage is down; electronic usage is up.

B. 2020 Year in Review Analysis - please see the Attached 2020 Year in Review.

C. Preparing letter to patrons advising them of the funds they saved through use of the Library. Patrons will be invited to sign up for the Library's e-newsletter and access to the Library website.

C. The Library is in the final stages of a home delivery plan. The new service should be up and running by February.

D. Our annual State Aid Report has been submitted

E. OverDrive has acquired the RBDigital e-magazine service; magazines are scheduled for import into the OverDrive platform on February 4th.

F. The Winter 2021 edition of the Buoy was mailed out to homes on January 5th. We've received positive feedback thus far and it received a mention on social media

G. The ConnectEd student information has been updated

H. The Library of Michigan has posted some upcoming training sessions for Library Trustees

I. Melissa is signed up to attend the American Library Association Midwinter Virtual Conference January 22-26. This is the first time the conference is being held virtually and that Melissa is attending.

J. Melissa has joined a workgroup with other Township employees to work on an upcoming hometown project.

K. Melissa has joined the Michigan Library Association 2021 Conference Workgroup. This conference will be in Port Huron in October 2021.

L. Accounts for the CARES Act expenses and reimbursements were created for easier tracking of those funds.

M. 3-6-12 Month Goals for 2021

3 month - develop a marketing plan to set goals and improve reach; Plan events/activities to keep the Library relevant in the media, Conduct polling analysis.

6 month - Establish list of needs for our Library/community; Develop a future building plan; what does our community need and how do we get there.

12 month - Develop a Library budget for 1 mil; Develop a plan/map to get to our future building; Increase Facebook Page Likes to meet goals set by marketing plan; Increase e-newsletter subscribers to meet goals set by marketing plan.

9. Old Business

A. Review Volunteer Release and Library Waiver - reviewed document presented.
Public Comment - none

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Motion made by John Da Via to accept the Volunteer Assumption of Risk, Release and Waiver of Liability. Seconded by Blake Hurley.

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

10. New Business

A. Budget revision - Move \$1,000 from Contingency 271-000.000-956.000 to Administration Fees 271-000.000-812.000.

Public Comment - None

Motion made by John Da Via to move \$1,000 from Contingency to Administration Fees. Seconded by Diane Nelson.

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

B. Budget Revision - Move \$5000 from Contingency 271-000.000-956.000 to Unemployment Compensation 271-000.000-721.001

Public Comment - None

Motion made by Carole Wolf to move \$5,000 from Contingency to Unemployment Compensation. Seconded by Linda Pillow

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

C. Review changes to Organization Structure Chart ORG-01.

Public Comment - None

Motion made by Carole Wolf to approve changes to Organizational Structure Chart ORG-01.2. Seconded by Blake Hurley.

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

D. Review of Trustee Handbook with option to include Ethics statement.

Discussion held regarding need to explore Trustee trainings for up to date information on Trustee ByLaws.

E. Ongoing Trustee Training. - each board member will review educational information regarding the role of Trustees, and discuss at our February meeting.

11. Board Comment

A. Dianne Marvaso thanks individuals who have worked on committees in the past and future for contribution.

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; Diane Nelson Yes; Blake Hurley Yes; Dianne Marvaso Yes. Motion carried.

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The meeting was adjourned at 7:47 pm.

Next Meeting

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, February 15, 2021, at 6:30 pm.

Minutes submitted by Linda Pillow, Secretary

Minutes approved:

President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)

2020 Year in Review – The Statistics

No Change or Little Change (Less than 10% variance from 2019)

ConnectEd patrons	0%
Overall checkouts grand total	0%
Email Subscribers	3%
Overall checkouts grand total (electronic + print)	5%
Material renewals by patron	6%
Physical collection total	-5%
Total current patrons	-6%

Small Decrease (11-30% variance from 2019)

Physical items added to the collection	-14%
Patron membership renewals	-25%
MeLCat ILL loans to other libraries	-26%

Large Decrease (31-75% variance from 2019)

Auto renewals of physical materials	-31%
MeLCat ILL total checkouts (sent + received)	-32%
Total physical item circs (renewals + checkouts)	-34%
Freegal usage	-34%
MeLCat ILL items received from other libraries	-36%
Physical material checkouts	-37%
Reference questions answered	-38%
Public computer usage	-39%
New memberships	-39%
Material renewals by staff	-42%
Adult program attendance	-44%
Library visits (physical door count)	-47%
Adult program sessions	-47%
BookFlix usage	-56%
Overall database usage	-56%
RBDigital Magazines usage	-58%
Fines and fees revenue	-60%
Program sessions	-62%
Program attendance	-63%
Youth program session	-72%
Youth program attendance – children	-75%

2020 Year in Review – The Statistics (cont.)

Small Increase (11-30% variance from 2019)

Total collection size (physical + electronic)	11%
Consumer Reports usage	13%
Website visits	13%
OverDrive usage	18%
Electronic collection total	25%

Large Increase (31-75% variance from 2019)

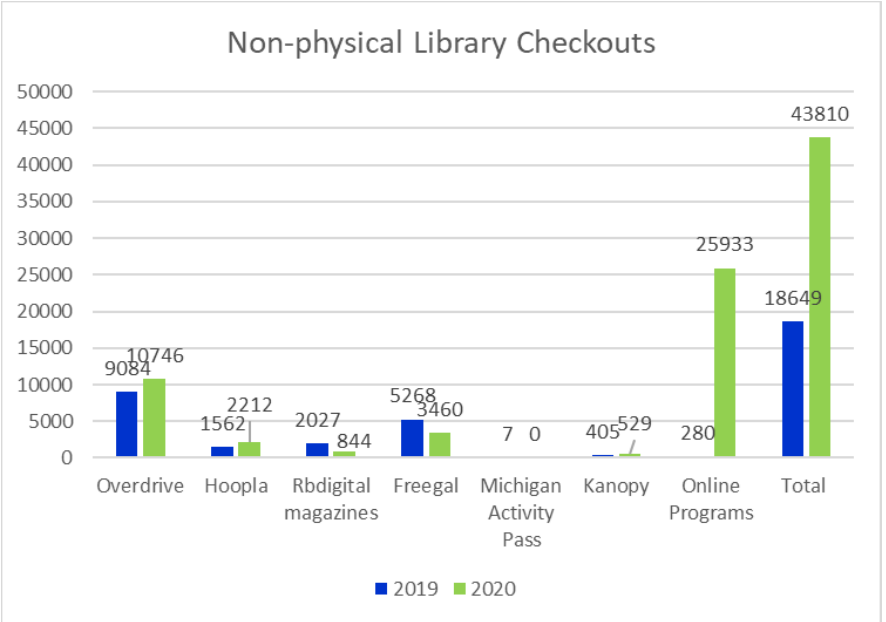
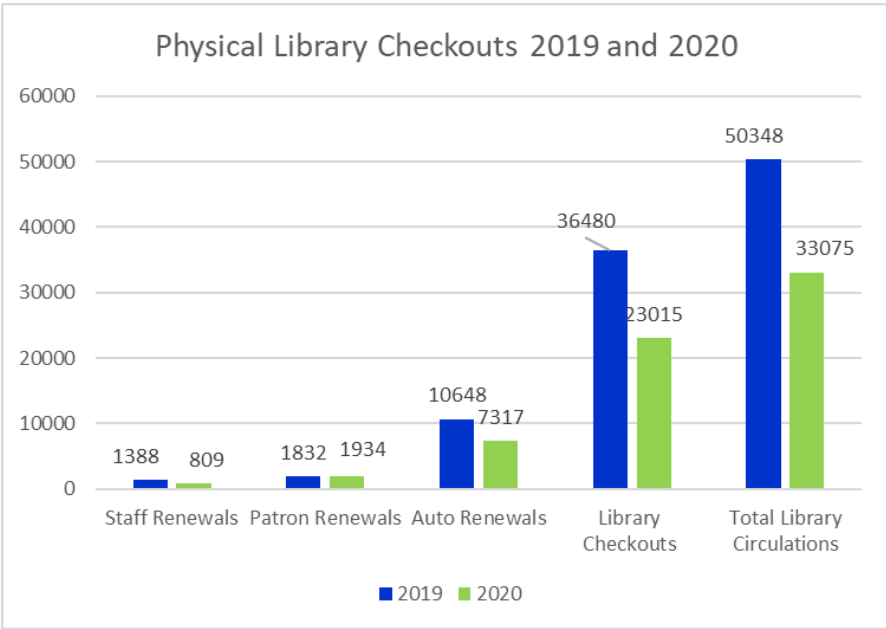
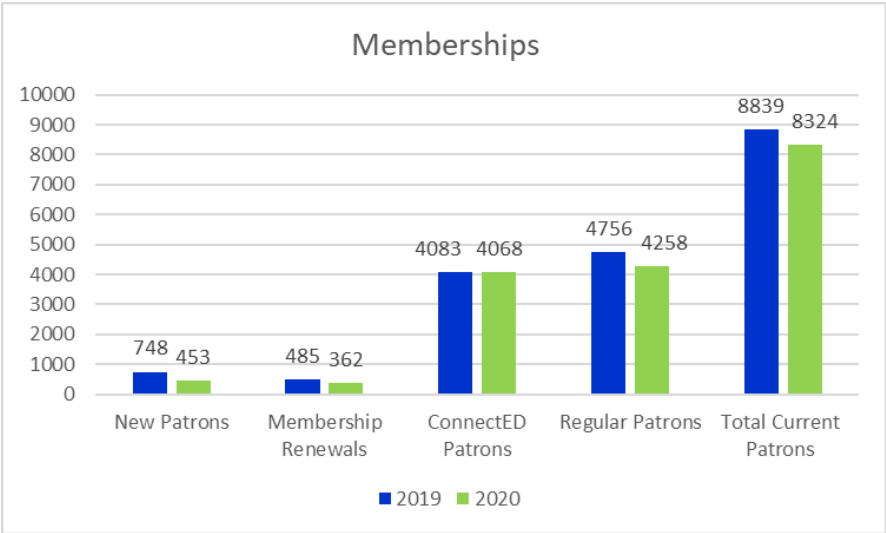
Kanopy usage	31%
Wireless Internet usage	39%
Hoopla usage	41%

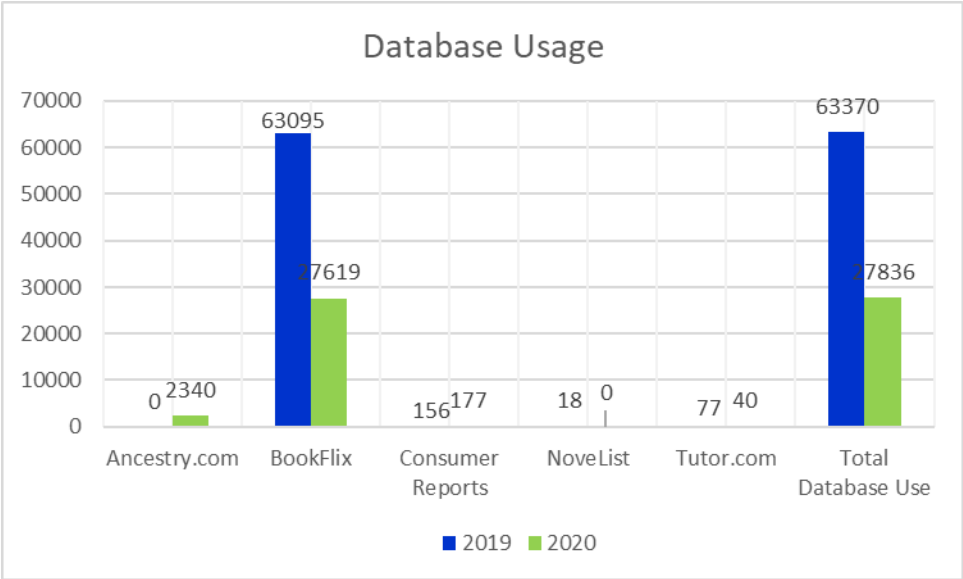
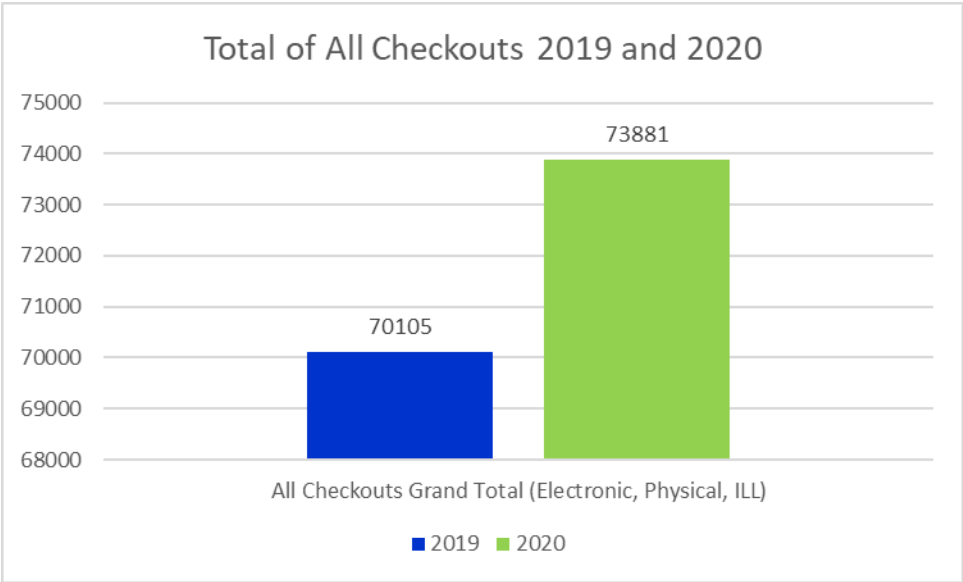
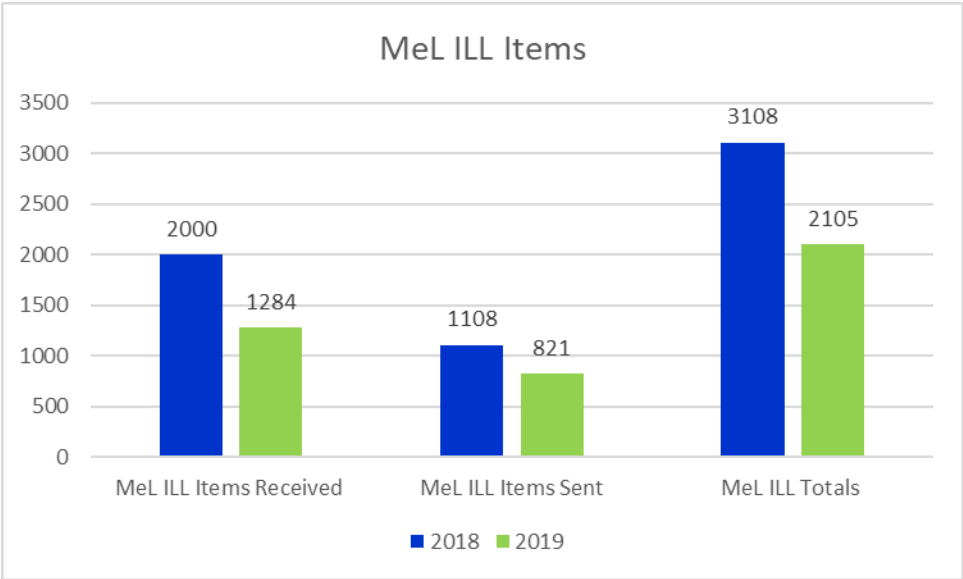
Extremely Large Decrease (More than 76% variance from 2019)

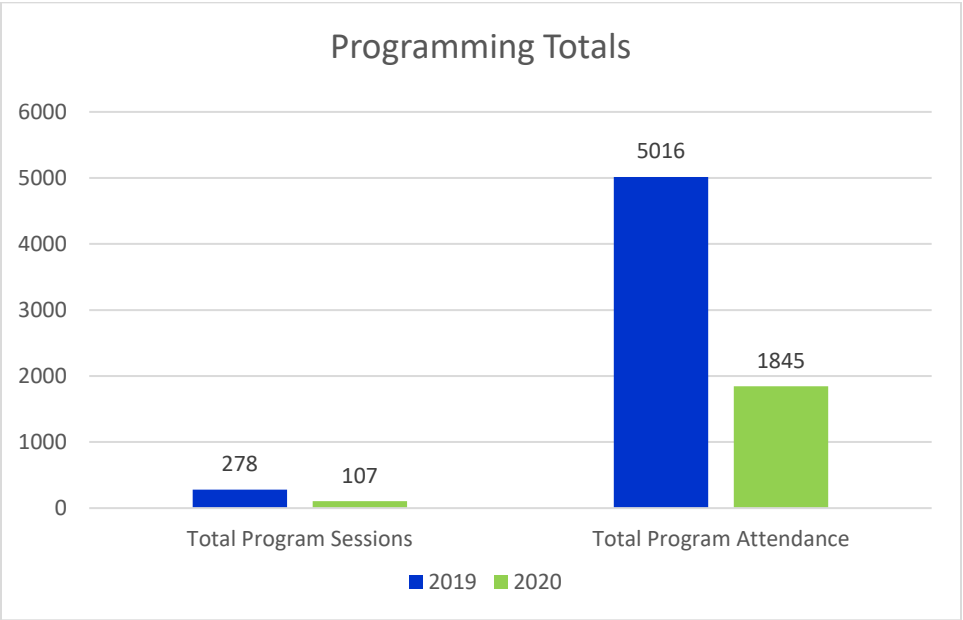
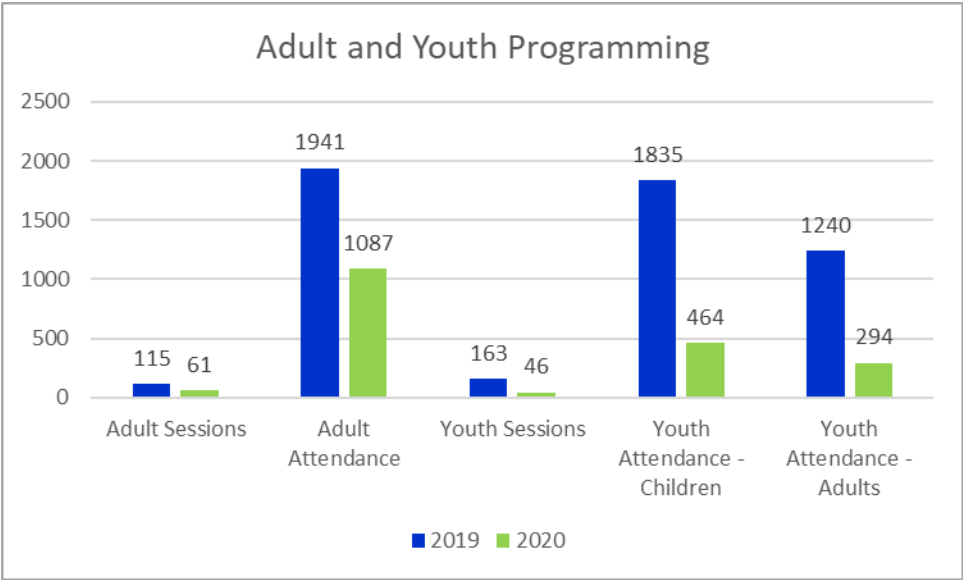
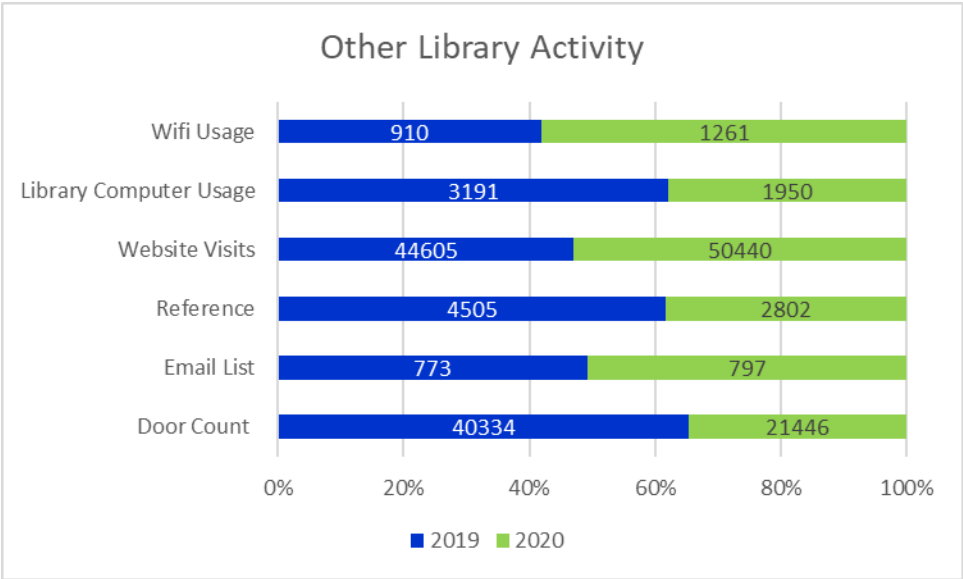
Youth program attendance – adults	-76%
Friends used book sale income	-82%
Michigan Activity Pass usage	-100%

Extremely Large Increase (More than 76% variance from 2019)

Electronic items added by SLC	106%
Electronic items added by HTPL	114%
Total e-checkouts (Kanopy, Hoopla, Freegal, OverDrive, RBDigital Magazines)	135%
Online programs	9162%







What else did we do this year?



- ✓ We hired our first Community Relations Manager
- ✓ We began offering remote access to Ancestry.com to users at home
- ✓ We began posting Friday Newsfeed Trivia and Sunday Bedtime Stories on social media
- ✓ We had our first outdoor movie night
- ✓ We hosted our first Harrison Township Photo Challenge
- ✓ We launched a new and improved website
- ✓ We began circulating wi-fi hotspots
- ✓ We started the *Give the Gift of a Story* program and recorded 17 virtual storytimes
- ✓ We created 118 YouTube videos, had 11,385 views of our YouTube content and added 76 new subscribers to our channel
- ✓ We had 50,440 visits to our website
- ✓ We answered more than 2,802 reference questions
- ✓ We checked out more than 73,000 items
- ✓ We added over 2,500 new physical items and 3,775 electronic items to our collection
- ✓ We attended Parent/Teacher Conferences at L'Anse Creuse High School and Open House at the Early Childhood Center
- ✓ We started curbside service
- ✓ We began offering Virtual Library Cards and Temporary SLC Library Cards
- ✓ We attended Hallow-palooza and won first place in the trunk contest
- ✓ We partnered with Lake St. Clair Metropark and hosted 9 storytimes at the beach for 308 happy listeners
- ✓ We hosted 55 storytimes outside the library at local schools and churches with our volunteer storytellers program
- ✓ We held our very first puzzle competition program
- ✓ We partnered with the National Archives and hosted a display called Rightfully Hers in honor of the 100th anniversary of the 19th Amendment
- ✓ We added 2 picnic tables for outdoor library use
- ✓ The Friends hosted the first ever Virtual Cookie Walk raising more than \$1300
- ✓ We added a self-checkout station
- ✓ We created and hosted our first Virtual Escape Rooms that were shared widely to libraries across the State of Michigan
- ✓ We were awarded two CARES Act grants totaling \$3500
- ✓ We created and produced a virtual Meet the Candidates forum for HT candidates, HT Library Board candidates, and L'Anse Creuse School Board candidates
- ✓ We provided free Internet for more than 1,200 wi-fi sessions
- ✓ We purchased 3 new laptops for librarians and our Community Relations Manager
- ✓ We had 77 children, 5 teens, and 13 adults participate in our Summer Reading Programs
- ✓ We began reciprocal borrowing with Great Lakes Digital Libraries through the OverDrive service
- ✓ We welcomed two new Library Board members
- ✓ Lastly and best of all, we remained safe and continued to provide safe services during the pandemic.

We've accomplished a great deal in 2020. When our library is more, our community is more too. Thank you for making 2020 such an amazing year!