

MEETING MINUTES
Harrison Township Public Library - Board of Trustees
Monday, February 15, 2021 6:30 PM
via Zoom Meeting

1. **Meeting called to order** - by Dianne Marvaso at 6:31 pm.

2. Trustees Present - John Da Via from Harrison Township; Carole Wolf from Harrison Township; Linda Pillow from Harrison Township; Diane Nelson 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 - January 18, 2021.

A. Motion made by John Da Via to approve Minutes of January 18, 2021.

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.

5. Approval of the Agenda

A. Motion made by Carole Wolf to amend the agenda to include discussion of Trustees Duties under 11. A Board Comment. 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 January, 31, 2021 - Expenses are consistent with expectations and time of year.

B. Review of Expense Report - Reviewed Expense Report for the December 2020/ January 2021 interim, with expenditures totaling \$6,124.77.

Public Comment: None

Motion made by John Da Via to approve the Expense Report for the December 2020/ January 2021 interim in the amount of \$6,124.77. 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.

7. Committee Reports

A. Friends - Next meeting scheduled for Monday, April 26th at 6:30 pm. Friends will be selling desserts at the Knights of Columbus Fish Fry at St. Huberts on Friday, February 19, 2021.

B. Compensation Committee - Motion made by Linda Pillow to go into Closed Session to discuss Compensation Committee recommendations. Seconded by John Da Via.

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

Return to Open Meeting. Motion made by Linda Pillow to have Compensation Committee pursue 3 bids for the installation of a window in the Directors office. 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.

8. Directors Report

A. Usage Statistics - usage seems to be following current trends. Physical material usage is down. Electronic usage is up.

B. Home delivery service is now an active service. The Journal included this information in an article about libraries.

C. RBDigital e-magazines have been migrated and are now available on the Libby and OverDrive apps.

D. The Library reopened to the public on February 1st. Occupancy is limited to 17 and computer usage to 30 minutes.

E. A collection box for pet items will be placed in the lobby from March 8-19th. This is the 3rd year in a row we have served as a collection site for Sydney Bates and "For the Love of Pets".

F. Federal tax forms have arrived at the library.

G. The librarians and Chris are currently shopping for equipment to host outdoor movie showings in 2021.

H. We will be tracking some new usage statistics in 2021 to include subscribers/followers of HTPL social media platforms.

I. A staff member resigned on Friday, effective immediately. Danielle will be assuming the shifts for the foreseeable future. Following March 5th, the position will be posted.

J. Approximately half of Library employees have received the first Covid 19 vaccine, and some have received both doses.

K. Melissa will be on vacation from Friday the 19th through the 26th.

9. Old Business

A. None

10. New Business

A. Budget revisions for CARES Act Grant Accounts:

1. Move \$500 from Contingency 271-000.000-956.000 to Covid-19 Expenditures-PPE 271-000.000-754-000.

2. Move \$3000 from Contingency 271-000.000-956.000 to Cares Act

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Expenditure Technology 271.000.000-806.003.

3. Add \$3,218.61 to revenue account Other Federal Grants - CARES Act 271-000.000-528.000.

4. Add \$3,218.61 to Contingency 271-000.000-956.000.

Motion made by Blake Hurley to move monies as noted above. 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.

B. Review of 2021-2022 HTPL Marketing Plan - discussed strategies and desired outcomes. Motion made by John Da Via to approve the 2021-2022 HTPL Marketing Plan as written. 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.

C. Review of quotes for Public Polling Survey - Four quotes reviewed. Motion made by Linda Pillow to work with Target Insyght for the public polling. Seconded 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.

11. Board Comment

A. Role of Trustees will be tabled until next months meeting.

B. Dianne Marvaso provided update on Jim Bilen's health condition.

12. Adjournment

A. Motion to adjourn was made by Carole Wolf. 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.

The meeting was adjourned at 8:30 pm.

Next Meeting

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

Minutes submitted by Linda Pillow, Secretary

Minutes approved:

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President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)