

**MEETING MINUTES**  
**Harrison Township Public Library Board of Trustees**  
**Monday, 17 May 2021 6:30 pm**  
**In the Library**

1. **Meeting called to order** - by Blake Hurley at 6:32 pm.

2. **Trustees Present** - John Da Via, Carole Wolf, Linda Pillow, Diane Nelson, Blake Hurley.

Excused: Dianne Marvaso.

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

**3. Public Comment**

A. None

**4. Approval of Minutes** - March 15, 2021.

A. A motion was made and seconded to approve the Minutes of 19 April 2021.

Motion carried.

**5. Approval of the Agenda**

A. A motion was made and seconded to approve the Agenda for the present meeting.

Motion carried.

**6. Treasurers Report**

A. Review of Financial Statement for period ending April, 2021 - Expenses are consistent with expectations and time of year. Approximately 33% of expenditures are normal at this time of year. 32.35% of budget has been used.

B. Review of Expense Report - Reviewed Expense Report for the April 2021/May 2021 interim, with expenditures totaling \$6,010.39.

Public Comment: None.

A motion was made and seconded to approve the Expense Report for the March 2021/April 2021 interim, in the amount of \$6010.39. Motion carried.

**7. Committee Reports**

A. Friends - Next meeting is scheduled for Monday, 26 July 2021 at 6:30 pm presently scheduled via Zoom. A fundraiser is scheduled for Lori's Lick'm Up Ice Cream Parlor on 24 August 2021.

B. Compensation Committee - A motion was made and seconded to approve the expenditure of \$2000 for the installation of a sliding window for the Director's office. It has been noted that present the room is a fire hazard without a second area of egress.

C. By-Law & Policy Update Committee - On 23 April 2021, Linda Pillow, Blake Hurley and John Da Via met to compare Board Policies with the Michigan Public Library Trustee Manual, 2021 Edition. They plan to meet again on 4 June 2021 to formulate updates into possible motions for the next meeting of the full board.

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**8. Directors Report**

A. See appended p. 1.

**9. New Business**

A. As a result of the 3-6-12 Month Goals Review in the Director's Report, a Community Analysis Committee was formed. Linda Pillow, Blake Hurley, and Diane Nelson volunteered to serve.

B. A Future Planning Committee (6 Month Goal) was also formed. Carole Wolf and John Da Via volunteered to serve. They will await the findings of the Community Analysis Committee to be reported at the June Board of Trustees meeting to schedule their first meeting.

C. A motion was made and seconded that movers and seconders not be recorded in the board minutes. This was a recommendation in a report by Eli Mina, M.Sc, a Robert's Rules scholar and Registered Parliamentarian. Motion carried. Also noted was that, under Robert's Rules, a meeting chair does not vote on motions unless it is to break a tie.

**10. Existing Business - None.**

**11. Board Comment**

A. Trustee Training - A suggestion was made that in the future, when board members attend outside training, they bring back to the group information that they have gained. As a result of a previous virtual session attended by Linda Pillow and John Da Via, it was suggested that board members rotate attendance at other public meetings in the community.

**12. Adjournment**

A. The meeting was adjourned at 8:26 pm.

**Next Meeting**

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, 21 June 2021, at 6:30 pm.

**Minutes submitted by** John Da Via, Secretary

**Minutes approved:**

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Chair (HTPL - Board of Trustees)

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Date of Approval

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Secretary (HTPL - Board of Trustees)

## Director's report and Library Happenings

- Usage statistics
  - Physical checkouts close to April 2019 stats
  - Electronic usage decreased from April 2020 primarily in Digital Content views (YouTube and Facebook videos)
- Bicycle Maintenance Station will arrive soon; the concrete slab has been poured
- The library Internet is still running poorly; Comcast was unable to install the new modem and it was returned; Comcast has stated that we must update our account in order to accommodate a new business modem; Comcast no longer offers courtesy Business Accounts; The library will need to upgrade and begin paying for Internet service in order to obtain a modem.
- Mary R., the HTPL Adult Services Librarian, has resigned; Her last day is Wednesday, May 19<sup>th</sup>; She has been an exemplary addition the HTPL team and will be missed dearly
- Melissa has posted the open position for a part-time Adult Services Librarian; we hope to have a new hire in place by June 19
- The Summer Reading Open House is scheduled for Saturday, June 19<sup>th</sup> from 11am-4pm; The event will be outdoors and socially distanced; Instead of food, the library will provide Summer Reading Program registrants with a carry-out bag of goodies; Photo booth pictures will be provided at the event and a photo contest will take place for prizes.
- The Metroparks, including the Lake St. Clair Metropark have joined the Michigan Activity Pass program; As a MAP partner, HT residents can now get day passes to all 13 parks through HTPL
- The library will no longer waive \$5 fees for those wearing face masks beginning June 1, 2021 and will once again collect fines and fees for library services
- Melissa virtually attended the Purpose Summit 2021 held in Downtown Mt. Clemens May 11, 12, and 13.
- Shred Day update: 122 people attended Shred Day 2021
- The roof of the library is still not fixed as result of a leak that began in May of last year; Quotes have been obtained and should be in front of the HT Board at their next meeting on Monday, May 24, 2021.
- 3-6-12 month review: 2 committees needed
  - Community Analysis Committee
  - Future Planning Committee

## **Short and long-term goal aspirations as recommended by the Library Board of Trustees**

### **3 month goals** (due April 2021)

- Develop a Marketing plan to set goals and improve reach (social media, newsletter, etc.)
- Plan events/activities to keep the library relevant in the media
- Conduct polling analysis

### **6 month goals** (due by July 2021 meeting)

- 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 goals** (due December 2021)

- 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