

**MEETING MINUTES**  
**Harrison Township Public Library Board of Trustees**  
**Monday, 21 June 2021 6:30 pm**  
**In the Library**

1. **Meeting called to order** - by Dianne Marvaso at 6:28 pm.

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

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

3. **Public Comment** -

A. None

4. **Approval of Minutes** -

A. A motion was made and seconded to approve the Minutes of 17 May 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 May, 2021 - Expenses are consistent with expectations and time of year. The statement showed an average of \$30,000 per month in expenditures.

B. Review of Expense Report - Reviewed Expense Report for the May 2021/June 2021 interim, with expenditures totaling \$23,945.05. Biggest items were for summer news printing and mailing, and semi-annual Suburban Library Cooperative membership dues.

Public Comment: None.

A motion was made and seconded to approve the Expense Report for the May 2021/June 2021 interim, in the amount of \$23,945.05. 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. The Used Book Sale during the Saturday HTPL Summer Reading Open House netted \$401.26.

B. Compensation Committee - Access window for Director's Office has been ordered. Installation is forthcoming upon its arrival.

C. By-Law & Policy Update Committee - On 18 May 2021, Linda Pillow, Blake Hurley and John Da Via met to discuss additions to By-laws and Ethics Policy. Three additions have been suggested to the by-laws but will await board consideration of possible additions/ changes to our Ethics/Conduct Policy. Next meeting is tentatively scheduled for 9 July 2021.

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D. Community Analysis Committee - Diane Nelson moved to the Future Planning Committee, and John Da Via replaced her on this committee. The committee met on 24 May 2021 to receive an update on the recently completed HTPL phone survey. Some of the areas discussed as priorities for the HTPL from the survey results are: the importance of having up-to-date technology available for residents, providing residents with 24/7 access to on-line features, and creating stronger links to business, education, and other township entities. The formulation of a HTPL Report Card for these and other areas surveyed will be discussed at the next meeting of this committee, 9 July 2021.

E. Future Planning Committee - This committee will delay its first meeting until the Community Analysis Committee formulates the aforementioned report card.

**8. Directors Report -**

A. See appendix.

**9. New Business -**

A. A motion was made and seconded to move \$3000 from Contingency 271-000.000-956.000 to Outside Services 271-000.000-810.000 to cover the cost of interior and exterior security cameras. Motion carried.

B. A motion was made and seconded to change the job description for Youth Librarian to better coordinate with the job description for Adult Librarian. Motion carried.

**10. Existing Business - None.**

**11. Board Comment -**

A. Trustee Training - Information gained from viewing the recent Library of Michigan webinar on the Open Meetings Act was summarily discussed, but will be shared in more detail at next month's meeting.

**12. Adjournment -**

A. The meeting was adjourned at 8:21 pm.

**Next Meeting -**

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, 19 July 2021, at 6:30 pm.

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

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**Minutes approved:**

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(HTPL - Board of Trustees)

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Date of Approval

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Secretary (HTPL - Board of Trustees)