

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 19 July 2021 6:30 pm
In the Library

1. Meeting called to order - by Dianne Marvaso at 6:33 pm.

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

Also in attendance - Melissa Goins, Director.

Excused - Blake Hurley

3. Public Comment -

A. None

4. Approval of Minutes -

A. A motion was made and seconded to approve the Minutes of 21 June 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. Existing Business

A. Community Survey/Library Report Card - Ed Sarpolus, Target Insyght. A motion was made and seconded to table the presentation due to the presenter's unavailability. (It will be rescheduled for a Special Meeting of the Board, 2 August 2021 at 6:30 pm in the Library.) Motion carried.

7. Treasurers Report -

A. Review of Financial Statement for period ending June 30, 2021 - Expenses are consistent with expectations and time of year.

B. Review of Expense Report - Reviewed Expense Report for the June 2021/July 2021 interim, with expenditures totaling \$9,350.48, significantly lower than last month which covered summer news printing and mailing costs, and semi-annual Suburban Library Cooperative membership dues.

Public Comment: None.

A motion was made and seconded to approve the Expense Report for the June 2021/July 2021 interim, in the amount of \$9,350.48. Motion carried.

C. 2022 Draft Budget - Melissa Goins discussed the proposed budget. Tax revenue is estimated to increase \$8842.00 over the present year. The mandated Headlee override decreases the amount levied to .469 mils. Most estimated expenses are slated to stay the same except for slight increases in Group Health, Electronic Resources, and Para-professional and Part-time employee compensation. Expenses for 2022 Outside Services based on results of the Community Survey/Library Report Card were discussed. Final 2022 Budget will be a subject of the 16 August 2021 Library Board of Trustees Meeting.

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8. Committee Reports -

A. Friends - Next meeting is scheduled for Monday, 26 July 2021 at 6:30 pm as an in-person meeting. Included will be a presentation from MyStrength, a mind-kindness program. A fundraiser is scheduled for Lori's Lick'm Up Ice Cream Parlor on 24 August 2021 from 3-7 pm. The group is also looking into a brick paver fundraising project.

B. Compensation Committee - As has been noted previously, an access window for the Director's Office has been ordered. Installation is forthcoming upon its arrival.

C. Bylaw & Policy Update Committee - Linda Pillow presented a draft of an updated Board of Trustees Ethics/Conduct Policy for review, along with three potential changes to the Board of Trustees Bylaws. After discussion, the potential changes will be sent to the library attorney for review.

D. Community Analysis Committee - In the absence of the report from Target Insyght (see number 6 above), the committee gave a short update on TI's completed HTPL phone survey. A key finding discussed from the survey results was the number of township residents who still do not know about the library and/or the many services it provides. As a result of the committee's meeting earlier in the day, Melissa Goins is in the process of drafting an Executive Summary of the Voter Attitudes on Library Services and Report Card. As mentioned above, a Special Meeting of the Board is scheduled for 2 August 2021 with Ed Sarpolus from Target Insyght to discuss the survey results in greater detail.

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

8. Directors Report -

A. See appendix.

9. New Business -

A None.

10. Existing Business - None.

11. Board Comment -

A. Trustee Training - Linda Pillow discussed her attendance at the most recent meeting of the Harrison Township Board of Trustees. She was particularly impressed with the Board's emphasis on the safety of and providing services for Harrison Township residents.

12. Adjournment -

A. The meeting was adjourned at 8:32 pm.

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Next Meeting -

A. A Special Meeting of the Library Board of Trustees will be held 2 August, 2021 at 6:30 pm.

B. The next monthly meeting of the Library Board of Trustees will be held on Monday, 16 August 2021, at 6:30 pm.

Minutes submitted by John Da Via, Secretary

Minutes approved:

President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)

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Appendix: Director's report and Library Happenings - July

- Usage statistics
 - o June is typically a good month with Summer Reading events firing up.
 - We had over 3300 physical checkouts; we haven't seen numbers like this since before the pandemic in February 2020.
 - We issued 73 new memberships in June; We haven't issued that many in month since June of 2019.
 - o Electronic traffic is declining as physical library traffic continues to pick up and the library creates less digital content.
- The library partnered with Ahepa to bring the Better Balance webinar to directly to residents in the Ahepa meeting room; attendees and service coordinators were happy to have it; we're planning more of these partnerships coming up for the Belle Isle Aquarium Tour on August 3rd and Mary Lincoln in Love on August 9th.
- The library has entered into a two-year agreement with Wow! for Internet service; the first two months are free with two-year agreement; agreement includes modem, 1 static IP address, and 300mps/20mps high-speed Internet (more than double our current speed) at a cost of \$125.98 before fees and surcharges.
- The library had an information table at the Harrison Township Parks and Rec Fishing Bowling event on July 17th.
- Melissa submitted a grant proposal for video production equipment on July 15, 2021; They are expected to announce awards in August 2021; Library of Michigan has reported a large number of applicants, so the field is competitive.
- The roof of the library is still not fixed as result of a leak that began in May of last year; the HT Board approved the repairs so they should be happening soon; a new leak has sprung up over the recent heavy rains above the librarians work station.
- **Tina Rossow** has accepted our offer for the Youth Services Librarian position; She has worked at the Clarkston Independence Library and the Auburn Hills Public Library in Youth Services; Her first day is July 28; Julie will train Tina until her departure on August 14.
- It is our turn as an SLC Library to provide a board member for a three-year term; The term runs from October 1, 2021 - September 30, 2024.

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- The Library is working in conjunction with the Economic Development Corporation and Michigan Works to host a Job Fair in September; Planning is underway.