

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 18 April 2022 6:30 pm
In the Library

1. Meeting called to order - by Blake Hurley at 6:31 pm.

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

Also in attendance - Melissa Goins, Director.

3. Public Comment -

A. None.

4. Approval of the Agenda -

A. A motion was made and seconded to approve the agenda. Motion carried.

5. Approval of Minutes -

A. A motion was made and seconded to approve the Minutes of 21 March 2022.
Motion carried.

6. Treasurers Report -

A. Review of Financial Statement for the period ending 31 March 2022 - Expenses are generally at 25%, normal for this time of year. Revenues are on track.

B. * Review of Expense Report - Reviewed Expense Report for the March/April 2022, with expenditures totaling \$14,287.17. A major expense for this period was the Hoopla subscription covering the duration of the year. A motion was made and seconded to approve the Expense Report for March/April 2022, in the amount of \$14,287.17. Motion carried.

7. Committee Reports -

A. Friends - Director Melissa Goins, reported that:

1. Nearly 20 Brick pavers have been purchased as a fundraiser;
2. Summer Reading Kick-off is scheduled for 25 June 2022;
3. A birthday party fundraiser at the Tucker Center is scheduled for 14 July 2022;
4. Lori's Lick'em Up fundraiser is scheduled for 23 August 2022;
5. The Holiday Cookie Walk is scheduled for 3 December 2022;

B. Bylaw & Policy Update Committee has decided to have our library attorney draft an investment policy.

C. Future Planning Committee - The committee is awaiting the results of the needs assessment by Library Planning Associates next week.

D. The Finance Committee met 18 April 2022. See 6A above.

8. Director's Report -

A. Melissa Goins reported on March 2022 usage and statistics, and patron traffic.

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- B. Library Happenings - See Appendix.
- C. Melissa distributed and discussed the site visit agenda for the needs assessment by Library Planning Associates on April 27th and 28th. **A Special Meeting of the Harrison Township Library Board will take place at 4:00 pm on 28 April 2022** to discuss the findings of the assessment.

9. New Business -

- A. None.

10. Existing Business -

- A. Investment Policy Review - In light of 7B above, the By-Law & Policy Committee has tabled its draft investment policy.

11. Board Comment -

- A. The Board signed a Get-Well Card for Norman Marvaso, husband of Board President Dianne Marvaso.

12 . Adjournment -

- A. The meeting was adjourned at 7:21 pm.

Next Meeting -

- A. **A Special Meeting of the Harrison Township Library Board of Trustees** is scheduled for **28 April 2022 at 4:00 pm**.
- B. The next monthly meeting of the Harrison Township Library Board of Trustees is scheduled for **Monday, 16 May 2022, at 6:30 pm**.

APPENDIX

Director's report and Library Happenings

Director's report and Library Happenings

- Usage statistics:
 - March usage was average for usage this time of year; YouTube video clicks are up again and overall usage including door counts and checkouts is up from February, which is normal. We added 165 Facebook followers last month, which is a large jump in our audience.
- HTPL presented at L'Anse Creuse Middle School Central; Tina and Melissa presented to classes over 3 days about virtual library cards for students and all HTPL has to offer; it was well received by all; LC Middle School South has since reached out and invited us to visit their classes.

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- Renée has made some purchases as our matching portion for the *Library from Scratch* oral history project including memory cards, hard drive storage, and a subscription to Digital Juice; job listing to go out soon.
- HTPL is partnering once again with the HT Economic Development Corporation for a Job Fair on Tuesday, April 26th.
- The library received 300 Covid-19 home test kits from MDHHS to distribute for free to those in need; press release was sent to area news agencies as well as issued broadly for MDHHS by the state.
- The library will host a Public Town Hall on Wednesday, April 27 at 6:30pm with Seth Penchansky from Daniels and Zermack and Anders Dahlgren from Library Planning Associates; I personally invited all Township Board of Trustees, Library Board of Trustees, and Friends Board members to attend.
- A letter with delivery tracking was sent to Kidon Security requesting a full refund and pickup of all installed security equipment. The letter was delivered on March 10th. The company has not yet responded. The next step is to file a small claims suit to recover lost funds.
- HTPL is partnering with Legacy Partners Insurance Services on Bridgeview for Shred Day on Saturday, May 14 from 11-1pm.

Minutes submitted by John Da Via, Secretary

Minutes approved:

Presiding Officer (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)

* denotes voting item.