

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 16 May 2022 6:30 pm
In the Library

1. Meeting called to order - by Dianne Marvaso at 6:26 pm.

2. Trustees Present - Dianne Marvaso, Blake Hurley, John Da Via, Carole Wolf, and Diane Nelson. By Zoom from Harrison Township - Linda Pillow.

Also in attendance - Melissa Goins, Director; Beverley Ortman, of the Friends of the Library; By Zoom: Anders Dahlgren, Library Planning Associates and Seth Penchansky, Daniels and Zermack.

3. Public Comment -

A. None.

4. Approval of the Agenda -

A. A motion was made and seconded to move Item **6, Presentation by Zoom**, to Item 5. of the Agenda. Motion carried.

B. A motion was made and seconded to add a new item as **6. Approval of Minutes of Special Meeting, 28 April 2022**, adjusting the items following it accordingly. Motion carried.

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

5. Presentation by Zoom -

Anders Dahlgren, Library Planning Associates and Seth Penchansky, Daniels and Zermack presented their findings in the Harrison Township Public Library Needs Assessment, in slideshow format. This information was earlier produced as Highly Important Memos #1a through #1d. Discussion ensued.

6. Approval of Minutes of Special Meeting 28 April 2022

A. A motion was made and seconded to approve the Minutes of Special Meeting 28 April 2022. Motion carried.

7. Approval of Minutes of 18 April 2022 -

A. A motion was made and seconded to approve the Minutes of 18 April 2022. Motion carried.

8. Treasurers Report -

A. Review of Financial Statement for the period ending 30 April 2022 - Expenses are generally at 33%, normal for this time of year. Revenues are on track.

B. * Review of Expense Report - Reviewed Expense Report for April/May 2022, with expenditures totaling \$22,389.90. The major expenses for this period were the first payment of Suburban Library Cooperative Dues and the purchase of a back-up data

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system. A motion was made and seconded to approve the Expense Report for April/ May 2022, in the amount of \$22,389.90. Motion carried.

9. Committee Reports -

A. Friends - Beverley Ortman, Vice President of the Friends of the Library, reported that:

1. The Friends of the Library have a new logo, which she showed those present. Special thanks to Board Vice President, Blake Hurley, who assisted in the project;
2. The Friends will host a June Paperback Sale, on 25 June 2022, in conjunction with the Library's Summer Reading Kick-off;
3. An Un-birthday party fundraiser will take place 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 Friends of the Library are in the process of updating their membership.

B. Bylaw & Policy Update Committee has tabled for the time being our attorney's draft of an Investment Policy.

C. Future Planning Committee - See 5 above. The group will next seek input from representatives of the Township administration in order to proceed.

D. The Finance Committee met 16 May 2022. See 8B above.

10. Director's Report -

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

B. Library Happenings - See Appendix.

C. Melissa has joined Mt. Clemens Kiwanis.

11. New Business -

A. None.

13. Existing Business -

A. None

11. Board Comment -

A. John Da Via reported on the progress that the Construction Trades Department at L'Anse Creuse's Pankow Center is making on repairing our Book Nooks.

B. Dianne Marvaso thanked the Board for their support at the passing of her husband Norman Marvaso.

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12 . Adjournment -

A. The meeting was adjourned at 8:56 pm.

Next Meeting -

A. The next monthly meeting of the Harrison Township Library Board of Trustees is scheduled for **Monday, 20 June 2022, at 6:30 pm.**

APPENDIX

Director's report and Library Happenings

- Usage statistics for April.
 - YouTube digital content has slowed as anticipated; Program attendance up on account of the Job Fair.
- HTPL partnered once again with the HT Economic Development Corporation for a Job Fair on Tuesday, April 26th; about 260 attended the event.
- Teacher Appreciation baskets were sent to all L'Anse Creuse Schools in HT compliments of Diane Nelson. Thank you, Diane! The schools loved them!
- The library hosted 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; the Town Hall was recorded and will begin airing on the Township cable channel soon.
- The library filed a small claims lawsuit against Kidon Security requesting a full refund and pickup of all installed security equipment; The next step is to wait for a court date, which can be up to 3-4 months from now.
- The 300 Covid-19 home test kits from MDHHS have been distributed; A second set of 300 kits was received.
- HTPL partnered with Legacy Partners Insurance Services on Bridgeview for Shred Day on Saturday, May 14 from 11-1pm.
- Kayla is officially on maternity leave and will touch base in a few weeks.
- The Suburban Library Cooperative has funds waiting in an account for Early Literacy. A plan is in the works to supply Burgeon activity panels in SLC libraries. the numbers are being calculated in the hopes that each SLC library will get 1-2 activity panels and libraries can exchange them amongst each other.
- The Summer 2022 newsletter has been sent to the printer for distribution on June 1.
- Email invitations were sent to all local representatives to attend or participate in the Summer Reading Kick-off; Long-time supporter, Tony Forlini, will donate hot dogs and buns as well as man the grill; others have not yet responded.

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- The Library of MI is offering starter collections of 10-15 books to libraries from the Institute of Museum and Library Services. HTPL requested participation in the grant and if approved will receive items from the following collections:
 - Girls STEM Collection
 - Refugee Development Collection
 - JEDI (Justice, Equity, Diversity, Inclusion) Collection
 - ESL/Literacy Collection
 - Workforce Development Part II - Trades Collection.
- HTPL is scheduled at L'Anse Creuse Middle School South for presentations to all Middle Schoolers about the library and summer reading.
- HTPL is currently conducting interviews to hire videographers for the Library from Scratch Oral History project.
- The library will be closed Saturday, May 28 and Monday, May 30 in observance of Memorial Day.

Minutes approved:

President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)

* denotes voting item.