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

1. Meeting called to order - by Dianne Marvaso at 6:31 pm.


3. Public Comment -
   A. None.

4. Approval of the Agenda -
   A. * A motion was made and seconded to add new voting Item 7 C. Procedures to Transfer Funds re Library Investments, adjusting the items following it accordingly. Motion carried.
   B. * A second motion was made and seconded to change what is now Item 7 D. Future Planning Committee - Needs Assessment and Feasibility Study Final Report and Discussion to a voting item. Motion carried.
   C. * A motion was made and seconded to approve the amended agenda. Motion carried.

5. Approval of Minutes of 20 June 2022 -
   A. * A motion was made and seconded to approve the Minutes of 16 May 2022. Motion carried.

6. Treasurers Report -
   A. Review of Financial Statement for the period ending 30 June 2022 - Expenses are generally at 50%, normal for this time of year. Revenues are on track.
   B. A draft of two possible 2023 Budget proposals was presented and possible options discussed.
   C. * Review of Expense Report - Reviewed Expense Report for June/July 2022, with expenditures totaling $8877.31. The major expense for this period was for Niche Academy, a learning system for community and staff instruction on a variety of topics. A motion was made and seconded to approve the Expense Report for June/July 2022, in the amount of $8877.31. Motion carried.

7. Committee Reports -
   A. Friends Report - The group is researching options for a bingo fundraiser. The Friends will sell concessions at an upcoming Ukulele Concert 13 August 2020 at 1 pm.
   B. * Bylaw & Policy Update Committee - A motion was made and seconded to approve as written Investment Policy, MGT - 12, which has been reviewed and
approved by our library attorney and the Township’s attorney. After discussion, motion carried. A second motion was made and seconded to approve Michigan Cooperative Liquid Assets Securities System as an investment option. Resolution adopted. A third motion was made and seconded to move $100,000 from Savings to an investment with Michigan Cooperative Liquid Assets Securities System. After discussion, motion carried.

C. * Procedures to Transfer Funds re Library Investments - Melissa Goins presented a document entitled Procedure to Transfer Funds re Library Investments. The document was reviewed and discussed. A motion was made and seconded to approve the Procedure to Transfer Funds re Library Investments. After discussion, motion carried.

D. * Future Planning Committee - Needs Assessment and Feasibility Study Draft Report, Discussion, and Further Decisions. Seth Penchansky from Daniels and Zermack, presented a draft of the Executive Summary of the Needs Assessment and Feasibility Study Final Report. Discussion ensued about the document. A motion was made and seconded to approve $2,500 to cover the remainder of the balance for study option B. After discussion, motion carried. A second motion was made and seconded to approve $7400 for Daniels and Zermack to expand their report to include a feasibility study of small, mobile addition(s) to the library and include it in the final report. After discussion, motion carried. A third motion was made and seconded to transfer $5000 from Contingency, 271-000.000-956.000, to Outside Services, 271-000.000-810.000 to cover the costs incurred above. After discussion, motion carried.

E. Finance Committee - See 6A above.

8. Director’s Report -
   A. Review of the Public Survey Results from Target Insyght. conducted June 27-30, 2022. Discussion ensued.
   B. Melissa Goins reported on the June 2022 usage and statistics, patron traffic and library happenings:
      • Usage statistics for June:
        ○ June is usually a pretty good month with Summer Reading starting and summer activities;
        ○ The Friends had a successful sale in used books;
        ○ Increased door counts about 1000 over last month and June of last year.
      • Barb Zinner presented the library with a lovely tribute at the Summer Reading Kick-off event from the Macomb County Commissioners for our work to keep servicing our community during the pandemic;
• John DaVia and Melissa attended the LCPS School Board meeting on June 27th to thank the Board and LCPS Construction Technology program for repairing the Book Nooks;
• The 2022 public survey is complete;
• HTPL has hired a new Substitute Library Associate; We had 29 applicants for the position;
• Free Covid-19 home test kits from MDHHS are still available for distribution; A third shipment of 300 is on the way (nearly 600 already distributed);
• Mobile Beacon is upgrading our old Sprint hotspots with new T-Mobile hotspots free of charge; the new hotspots will be in circulation soon;
• The three broken LED lights have been replaced;
• The township is working to fix the air conditioning in the library; the blower on the East end of the building is not working;
• HTPL has hired 4 videographers for the Library from Scratch Oral History project;
• Google Business Suite will no longer be free for HTPL; All HTPL emails, Google Drive accounts, electronic Summer Reading forms, and work calendars are currently on the Google Business platform; Google will begin charging in October 2022; the cost is $6/per user (email address) per month, which is the same as pricing offered by Microsoft Office 365; Google is offering half off for the first year ($3/per user/month); the cost of Google Business has been included in the budget for 2023;
• The old librarian laptops have been setup for use by our videographers for the Library from Scratch Oral History Project; DaVinci free video editing software has been installed for them; this plan may not work since the graphic cards in these computers are old and may not be up to the task of video editing; Chris is working to resolve the problem;
• The knitting/crochet group is collecting Beanie Babies; the group works with the Macomb Optimists to distribute Beanie Babies and a Beanie blanket to children of trauma.

C. Melissa Goins suggested that the Board hold a special meeting before our next regular meeting on August 15, 2022. After discussion, the Board agreed. A special meeting of the Harrison Library Board will take place 1 August 2022 at 6:30 pm.

9. New Business -
   A. None

10. Existing Business -
    A. None

11. Board Comment -
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A. None

12. Adjournment -
   A. The meeting was adjourned at 9:08 pm.

Next Meetings
   A. A Special Meeting of the Harrison Township Library Board of Trustees will take place on Monday, 1 August 2022, at 6:30 pm in the Library.
   B. The next regularly scheduled monthly meeting of the Harrison Township Library Board will take place on Monday, 15 August 2022 at 6:30 pm in the Library.

Minutes approved:

__________________________________                                __________________
President  (HTPL - Board of Trustees)              Date of Approval
__________________________________  
Secretary  (HTPL – Board of Trustees)

* denotes voting item.