

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.
2. **Trustees Present** - Blake Hurley, Carole Wolf, John Da Via, Diane Nelson and Linda Pillow.  
**Also in attendance** - Melissa Goins, Director and Seth Penchansky and Nathanael Nelson, Daniels and Zermack.
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

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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;

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- John DaVia and Melissa attended the LCPS School Board meeting on June 27<sup>th</sup> 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.