

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 15 August 2022 6:30 pm
In the Library

1. Meeting called to order - by Dianne Marvaso at 6:36 pm.

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

Also in attendance - Melissa Goins, Director; Beverley Ortman, of the Friends of the Library; By Zoom: 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 move Item **7. Special Zoom Presentation by Seth Penchansky, Daniels & Zermack** to **5.**, adjusting the items following it accordingly. Motion carried.

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

5. Special Zoom Presentation by Seth Penchansky, Daniels & Zermack - Seth Penchansky and Nathanael Nelson, Daniels and Zermack by Zoom reviewed the completed Library Needs Assessment & Feasibility Study. Discussion ensued.

6. * Approval of the Minutes of 18 July 2022

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

7. * Approval of the Minutes of the Special Meeting 1 August 2022

A. * A motion was made and seconded to approve the Minutes of the Special Meeting 1 August 2022. Motion carried.

8. Treasurer's Report -

A. Review of Financial Statement for the period ending 31 July 2022. Expenses are generally at 60%, normal for this time of year. Revenues are on track.

B. * The Finance Committee presented the 2023 Budget at .5 mils. A motion was made and seconded to approve the 2023 Budget at .5 mils. Motion carried.

C. * The Finance Committee presented a proposed 2023 Budget at .8 mils, should the community approve a millage request to be placed on the 8 November 2022 ballot. A motion was made and seconded to approve the proposed 2023 Budget at .8 mils. Motion carried.

D. * Review of Expense Report - Reviewed Expense Report for July/August 2022, with expenditures totaling \$11,743.89. The major expenses for this period were for public survey services, library cards and replacement of LED lighting. A motion was made

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and seconded to approve the Expense Report for July/August, in the amount of \$11,743.89. Motion carried.

9. Committee Reports -

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

- The Friends have partnered with the Tucker Center to provide concessions at three summer concert at Waterfront Park It has proven a very successful fundraiser;
- The Annual Lori's Lick'em Up fundraiser is scheduled for 23 August 2022;
- The Friends have partnered with St. Hubert's Knights of Columbus who will sponsor a Bingo night 27 October 2022 at the Tucker Center.

B. Bylaw & Policy Update Committee - did not meet.

C. Future Planning Committee - See **5** above.

D. The Finance Committee met 15 August 2022. See **8** above.

10. Director's Report and Library Happenings -

- Usage statistics for July:
 - Door counts were good again in July; usage and traffic is steady.
- Free Covid-19 home test kits from MDHHS are still available for distribution; over 600 already distributed.
- A blower was replaced in the air conditioning unit and it is once again working properly.
- The Library from Scratch Oral History project is underway; Founders Renunion is planned for August 20, 2022 from 11am-1pm; The premiere originally scheduled for August will be moved to September, date not yet set.
- 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.
- Full-service librarian, Jill Baker, has resigned; her position has been posted and we hope to have someone in place by early September.
- Kayla D. has returned from maternity leave; she will be working in the library on Mondays.
- August elections were mostly positive for Michigan libraries 45 library millages were on ballots across the state and 40 of them passed.

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11. New Business -

A. None

12. Existing Business -

A. * Ballot Language Review. The Board reviewed a document entitled EXHIBIT A: LIBRARY MILLAGE PROPOSAL. A motion was made and seconded to approve the language of the proposal. Motion carried.

B. * The Board reviewed a second document entitled, RESOLUTION TO APPROVE LIBRARY BALLOT LANGUAGE PROPOSAL. A motion was made and seconded to approve the Resolution. Motion carried.

13. Board Comment -

A. None

14. Adjournment -

A. The meeting was adjourned at 7:51 pm.

Next Meeting -

A. The next monthly meeting of the Harrison Township Library Board of Trustees is scheduled for **Monday 19 September 2022 at 6:30 p.m.**

Minutes approved:

President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)

* denotes voting item.