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.


   **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
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 concerts 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.
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:**

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President  (HTPL - Board of Trustees)                          Date of Approval

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Secretary  (HTPL - Board of Trustees)

* denotes voting item.