

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 19 September 2022 6:30 pm
In the Library

1. Meeting called to order - by Blake Hurley at 6:33 pm.

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

Also in attendance - Melissa Goins, Director; Beverley Ortman, of the Friends of the Library;
By Zoom: Jof Cindric, Huntington Investment.

3. Public Comment -

A. None.

4. Approval of the Agenda -

A. * A motion was made and seconded to approve the Agenda for Monday, 19 September 2022. Motion carried.

5. Approval of the Minutes from 15 August 2022

A. * A motion was made and seconded to approve the Minutes of 15 August 2022 meeting of the Library Board. Motion carried.

6. Presentation - Jof Cindric, Huntington Investment.

A. Jof Cindric or Huntington Investments presented information on investment instruments offered by Huntington satisfying the requirements for public entities. Discussion ensued.

7. Treasurer's Report -

A. Review of Financial Statement for the period ending 31 August 2022. Expenses are generally at 67%, normal for this time of year. Revenues continue to be on track.

B. * Review of Expense Report - Reviewed Expense Report for August/September 2022, with expenditures totaling \$21,336.32. The major expenses for this period were for Suburban Library Cooperative Semi-Annual Dues and Content. A motion was made and seconded to approve the Expense Report for August/September, in the amount of \$21,336.32. Motion carried.

8. Committee Reports

A. Friends Report - Beverley Ortman of the Friends of the Library reported:

1. The Lori's Lick'em Up Fundraiser earned \$1,620.00. She shared stories of some of the customers who contributed.
2. The proceeds from the Used Book Sale June 25, 2022 are not yet available.
3. The HTPL's Guest Reader program at Graham Elementary was a great collaboration with the L'Anse Creuse district.
4. Welcome Back Baskets from HTPL are being provided to each L'Anse Creuse

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school in Harrison Township. Information will be included on what HTPL can do to help teachers throughout the school year.

5. Volunteers distributed informational packets at the Package Pick-up Events in all L'Anse Creuse schools in the Harrison Township area highlighting the ways HTPL can partner with parents to provide services to students and parents throughout the year.
 6. The Friends provided or will provide support at many events in conjunction with the Tucker Senior Center:
 1. Informational packets at the recent Engines & Eats.
 2. Snacks at three events at Waterfront Park.
 3. Planning for Trunk or Treat in October.
 4. Information at the upcoming Health Expo.
 7. A second set of pavers has been ordered and installed as a part of the Paver Project outside HTPL's main entrance.
 8. The Friends Board plans to conduct one meeting per month at local restaurants to promote HTPL.
 9. The Friends have received the Gambling License from the Knights of Columbus. The Bingo Fundraiser will take place 27 October 2022 at the Tucker Center from 6:30 pm to 9:30 pm.
- B. Bylaw & Policy Update Committee - Did not meet.
C. Future Planning Committee - Did not meet.
D. * Finance Committee -
1. The Committee met on 19 September 2022. See **7.** above.
 2. A motion was made and seconded to establish a Finance Procedure subcommittee composed of Carole Wolf, Diane Nelson, John Da Via and any member of the Harrison Township community selected by the subcommittee to draft a system of procedures for approval of any investments the HTPL wishes to make through Harrison Township. These procedures are to be approved by the Township Treasurer or Deputy Treasurer before being brought back to the Board for approval. Motion carried.

9. Director's Report

A August 2022 usage and statistics, and patron traffic tracking - We had a total of 19 programs in August and 451 attendees; most popular was firefighter storytime with 97 attendees and the outdoor Ukulele Live Concert with 50 in attendance

B. Library Happenings

- o Free Covid-19 home test kits from MDHHS are still available for distribution; over 700 already distributed; Federal supplies are no longer being shipped to homes through the post office, but this state-funded program through MDHHS will continue for now and the library will continue as a distribution site.

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- o HTPL was invited to all Harrison Township Schools for Packet pickup days or open houses for the second year in a row; The library handed out more than 2500 packet to local school children and their families over 14 scheduled dates and times at the schools!
- o HTPL sent out a press release about the Library asking voters for a millage November 8th; so far, neither C&G nor Macomb Daily have picked it up; there has been some social media discussion.
- o Part-time librarian, Kelly Hovinga has accepted a position. Her start day is Thursday, September 22; she attended Trivia night on September 15 and is ready to take over.
- o The butterflies have been emerging and we have released 18 to date with 2 more cocoons still transforming that we hope to release soon.
- o HTPL had 116 kids, 16 teens, and 20 adults participate in summer reading this year, which is an all-time high; kudos to the librarians for putting on such fabulous programs this year.

C.* A motion was made and seconded to approve the purchase of SenSource Patron Counting Equipment, Installation and Support in the amount of \$2,236.50 from our Computer budget 271-000.000-977.000 to replace the obsolete present system.

Motion carried.

D. 2021 Annual Report - Tabled.

E. 2021 Year in Review - Tabled.

10. New Business - None.

11. Existing Business - None.

12. Board Comment

A. Trustee Training - Linda Pillow will attend Library Advocacy and Funding Conference on September 26 and 28.

13. Adjournment

A. A. The meeting was adjourned at 8:02 pm.

Next Meeting -

A. The next meeting of the Harrison Township Public Library Board of Trustees is scheduled for **Monday 17 October 2022 at 6:30 p.m.**

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Minutes approved:

Presiding Officer (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)

* denotes voting item.

Submitted by: John Da Via, Secretary

* - denotes voting item