

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Tuesday 25 October 2022
In the Township Administration Office Conference Room

1. Meeting called to order - by Dianne Marvaso at 4:05 pm

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

Also in attendance - Melissa Goins, Director; Beverley Ortman, of the Friends of the Library.

3. Public Comment -

A. None.

4. Approval of the Agenda -

A. * A motion was made and seconded to amend the agenda to add under 7., C. **Quarterly Investment Report**. Motion carried. A motion was made and seconded to approve the amended Agenda for Tuesday 25 October 2022. Motion carried.

5. Approval of the Minutes from 19 September 2022

A. * A motion was made and seconded to approve the Minutes of 19 September 2022 meeting of the Library Board. Motion carried.

6. Friends Report - Beverley Ortman of the Friends of the Library reported on the St. Hubert Knights of Columbus Council 11658 Bingo Night to benefit the Friends of the Harrison Township Public Library, which will take place 27 October 2022 at 6:00 pm at the Tucker Senior Center. Snacks will include a taste of things to come, highlighting some of the the types of cookies that will be sold at December's Cookie Walk.

7. Treasurer's Report -

A. Review of Financial Statement for the period ending 30 September 2022. Expenses are generally at 75%, normal for this time of year. Revenues continue to be on track.

B. * Review of Expense Report - Reviewed Expense Report for September/October 2022, with expenditures totaling \$38,424.14. The major expenses for this period were for Needs Assessment and Feasibility Study by Daniels and Zermack. A motion was made and seconded to approve the Expense Report for September/October, in the amount of \$38,424.14. Motion carried.

C. Quarterly Investment Report - Treasurer Carole Wolf presented the Summary Statement from Michigan Class showing that our initial investment from August has already earned \$270.83.

8. Committee Reports

A. Bylaw & Policy Update Committee - Met in conjunction with C. below.

B. Future Planning Committee - Did not meet.

C. Finance Committee - The Committee met on 21 October 2022 as the Finance Procedure subcommittee composed of Carole Wolf, Diane Nelson, John Da Via, and

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Melissa Goins.

1. * A motion was made and seconded to add "ACH agreements" to the procedures mentioned in our **Investment Policy MGT-12**, in **Section 3. A. i.** Motion carried.
2. * A motion was made and seconded to approve **Procedures to Transfer Funds under the Investment Policy. (see Attachment A, below)**. Motion carried.
3. * A motion was made and seconded to elect Library Board Treasurer **Carole Wolf** as Authorized Representative under I. A of the **Procedures to Transfer Funds under the Investment Policy**. Motion carried.
4. * A motion was made and seconded to approve the **Letters of Transmittal Request Form (See Attachment B. below)**. Motion carried.
5. * A motion was made and seconded to make the following investments:
\$250,000 from Future Growth to Commercial Paper for term of no longer than 4 months.
\$250,000 from Future Growth to Commercial Paper for term of no longer than 4 months.
\$250,000 from Future Growth to Treasury Bills for a term of no longer than 5 months.
\$250,000 from Future Growth to Treasury Bills for a term of no longer than 6 months.
\$100,000 from Savings to Michigan Class.
Motion Carried.

9. Director's Report

A. September 2022 Usage and Statistics. September is typically one of the slower months of the year as parents and students get back to school. Most notable difference from last year is that HTPL YouTube digital content has significantly cooled with more than 1500 less views; HTPL is not creating much digital content and it shows in the numbers.

B. Library Happenings

- o The butterflies have been emerging; HTPL released a total of 20 Monarch butterflies this season, a record number!
- 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.
- o The library was open late on Friday, September 30th for the LCHS Homecoming Parade.

MEETING MINUTES
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- HTPL sent out a press release and Melissa was interviewed by C&G with an article to follow soon.
 - The early literacy panel purchased by the Suburban Library Cooperative has arrived and been installed; the panel will be rotated out with other SLC libraries in the future.
 - The new people counters have arrived and are installed.
 - HTPL hosted it's very first movie premiere for A Library from Scratch, HTPL's first short-film production; the film is now available on the library's YouTube channel; The oral history project was made possible with support from the Michigan Arts and Culture Council and the National Endowment for the Arts.
 - HTPL hosted our first writer's group on October 8th; several local authors were in attendance; C&G News came by to take photos; we hope to keep this group going and growing well into the future.
 - HTPL participated in several Trunk or Treat events; The staff created a pirate theme this year; the ship took 2nd place at Yacks Trunk or Treat and 1st at the Lake St. Clair Metropark Halloweenpalooza; Graham Trunk or Treat is Oct. 21st.
- C. 2021 Annual Report and Year in Review. Director Goins shared an informative and colorful 2021 Annual Report detailing library revenues and expenditures, service population, service hours and facilities, operating revenue and operating revenue per capita, comparing all of this information with other Michigan Class IV Libraries. The 2021 Year in Review compared statistical information from 2020 to 2021. Lastly, she presented a list of many other services provided by the library during 2021. The entire report displayed a library that became a vital community resource at a time when our community faced some its greatest needs, due to the global pandemic.

10. New Business - None.

11. Existing Business

- A. Review of Amended Contract for Tom Sycko-Miller as Systems Administrator. The Board changed the name of the customer to 'Harrison Township Public Library.' A motion was made and seconded to approve the amended service contract for Tom Sycko-Miller with no increased cost. Motion carried.

12. Board Comment

- A.

13. Adjournment

- A. A. The meeting was adjourned at 5:18 pm.

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Next Meeting -

A. The next meeting of the Harrison Township Public Library Board of Trustees is scheduled for **Monday 21 November 2022 at 6:30 p.m.**

Minutes approved:

President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)

* denotes voting item.

Submitted by: John Da Via, Secretary

MEETING MINUTES
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Tuesday 25 October 2022
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Attachment A.



Investment Procedures

Procedure to Transfer Funds re Library Investments

- I. Approval of investment strategy request
 - A. The Harrison Township Public Library Board of Trustees shall elect a qualified individual to serve as Authorized Representative. The representative is responsible for formulating, proposing, and requesting of investment and reinvestment strategies for the library
 - a. That person shall either be:
 - i. The Library Treasurer; or
 - ii. Another member whom the Library Board of Trustees elects; or
 - iii. A hired consultant.
 - B. The Harrison Township Library Board of Trustees shall then vote on the investment or reinvestment strategy proposal, with a majority of assenting votes required to carry out the proposal.
- II. Transmittal of the investment or reinvestment request
 - A. The Library Authorized Representative shall complete and forward the approved investment or reinvestment letter of transmittal to the Harrison Township Treasurer with the following information:
 - i. Amount of funds to be invested;
 - ii. The account where the funds are located;
 - iii. Direction to invest funds,
 - *The term of the investment; and
 - *The institution where the funds shall be invested
 - B. The Harrison Township Treasurer will make a determination if the investment or reinvestment complies with, among other things, Michigan Statute. If it does, the request will be implemented. If the Treasurer is unavailable, the Deputy Treasurer will determine if the request is appropriate and if so, follow up accordingly.

MEETING MINUTES
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Notwithstanding anything herein, the Treasurer may provide the Library Board with information regarding investment opportunities and interest rates from time to time.

- C. The Harrison Township Treasurer will create accounts with approved investors and establish ACH transfer protocols.
- III. The Authorized Representative shall determine the withdrawal and submit a withdrawal request to the Harrison Township Treasurer with the following information:
- i. Amount of funds to be withdrawn
 - ii. The account where the funds should be withdrawn
 - iii. The account where the funds should be deposited.
- IV. Confirmation of the investment
- A. Once the investment, reinvestment or withdrawal of funds has been completed by either the Harrison Township Treasurer or Deputy Treasurer, he/she shall email the Library Treasurer and/or the Authorized Representative who made the request, a confirmation of the investment from the relevant broker or depository institution.
 - B. The Township Treasurer or Deputy Treasurer shall send regular reports on active investments to the Harrison Township Board of Trustees.
- V. Term of Investment
- A. The Authorized Representative shall monitor investment term limits.
 - B. Investments will be reviewed at regularly scheduled monthly Library Board meetings to adjust the plan.
 - C. The Authorized Representative shall provide written investment activity reports to the Library Board quarterly.

MEETING MINUTES
Harrison Township Public Library Board of Trustees
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Attachment B			
HARRISON TOWNSHIP PUBLIC LIBRARY			
LETTER OF TRANSMITTAL			
For: Investment/Reinvestment/Withdrawal			
DATE:			
I/R Investment/Reinvestment: (5484-Central Savings)			
	Institution	Amount	Max. Term of Investment
	Michigan Class <small>Type to enter text</small>		N/A
	Huntington (0326)		
	Huntington (0326)		
	Huntington (0326)		
	Huntington (0326)		
Withdrawal Request: (5484-Central Savings)			
	Institution	Amount	
	Michigan Class		
	Huntington (0326)		
**Withdrawal Date: _____			
**Provide 5 days notice for withdrawals excluding holidays			
Deposit To:			
	Institution	Amount	Term of Investment
	Michigan Class		N/A
	Huntington (0326)		
	Huntington (0326)		
	Huntington (0326)		
	Account 5484		N/A
* CP (Commerical Paper) / Treas (Treasury Bills) / CD (FDIC-CD)			
1) Authorized Representative - Harrison Township Library Board / Date			
*SEND CONFIRMATION TICKET TO: cwolf@htplib.org			
2) Harrison Township Library Board Member / Date			
3) Harrison Township Finance Director / Date			
4) Harrison Township Treasurer or Deputy Treasurer / Date			
Transaction Completed / Date: _____			
SEND FINAL COPY TO ACCOUNTING			

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