

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 21 November 2022 6:30 pm
In the Library

1. Meeting called to order - by Dianne Marvaso at 6:31 pm.

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

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 in 11 B. Timetable for Director Evaluation. Motion carried.

B. * A motion was made and seconded to amend the agenda to add in 10 B. Trustee search. Motion carried.

C. * A motion was made and seconded to approve the amended Agenda. Motion carried.

5. Approval of the Minutes from 25 October 2022

A. * A motion was made and seconded to amend **13** to eliminate the extra A. in the last line. Motion carried.

B. * A motion was made and seconded to approve the amended Minutes from the 25 October 2022 Meeting of the Library Board. Motion carried.

6. Friends Report - Beverley Ortman, Friends of the Library

A. The Annual Cookie Walk will take place December 3rd, from 12:00 pm to 3:00 pm. Reminder fliers were distributed.

B. The calendar for 2023 has been coordinated with Director Melissa Goins. The Bingo date is "Star Wars Day," May 4th.

C. The Friends will work in January to review the membership rolls, determining the paid and non-paid members. They will devise strategies to encourage and grow paid memberships.

7. Treasurer's Report -

A. Review of Financial Statement for the period ending 31 October 2022. Expenses are generally 80 - 85%, normal for this time of year. Revenues continue to be on track. Investments are moving along as expected. Report will be given next month.

Discussion was had on timing of State Aid payment, which was higher than expected but Penal Fines were down due to Covid keeping more people at home.

B. * Review of Expense Report. Reviewed Expense Report for October/November 2022, with expenditures totaling \$18,283.57. The major expense for the month was

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the renewal of the contract with Chris Hearn for IT services. A motion was made and seconded to approve October/November 2022 Expense Report in the amount of \$18,283.57. Motion carried.

8. Committee Reports

A. By-Law & Policy Update Committee did not meet. The next meeting will be on 7 December 2022 at 12:00 pm.

B. Future Planning Committee did not meet.

C. Finance Committee

1. * 2023 Budget Revisions - The proposed and approved 2023 .8 Budget needed updating in several areas based on 2022 spending at the township level. Areas affected included 'Taxes-OP-Adv', 'Group Health', 'FICA', and 'Life Insurance.' A motion was made and seconded to approve the Revised 2023 Budget as proposed. Motion carried.
2. * 2022 Budget Analysis - Information was given on spending through the end of December. Office expenditures are likely to be over budget. Decision was made to table any adjustments until next month when more information will be forthcoming on all areas needing adjustment.
3. * 2022 Budget Revisions - see number 2 directly above.

9. Director's Report

A. Staff and visitors alike have been very excited that the library millage passed; we've received a number of congratulatory comments over the last couple weeks.

B. Usage statistics for October:

- o October is typically a good month.
- o The BookFlix database is increasing in usage the kids back into the swing of school
- o October programs were a hit with 84 attending the pumpkin painting segment, 4 Wednesday morning story times clocked 150 attendees, and the 4 knitting-crochet circles brought in 91 attendees. In total, the library conducted 18 programs in October for 427 attendees.

C. Library Happenings

- o We've been having some issues with users not able to connect to our wi-fi; the good news is that wi-fi upgrades are on the short list of upcoming technology upgrades.
- 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 will be open late and participate in the Harrison Township Tree Lighting on Thursday, December 1st from 6-8pm.

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- o We've been having trouble with the automatic door working consistently; the township has been notified and we hope it will be repaired shortly.
- o Several board members and myself attended the State of Harrison Township address.
- o We are gearing up for the next newsletter mailing; the newsletter will be mailed out to all HT homes at the end of December (before the postage price increase).
- o Many people have asked what comes next now that the millage has passage; The tax will be collected as part of the winter bill and the bulk of the funds will be available to us by February; The needs I hope to address first are staff shortages, library hours of operation, and then to begin implementing technology upgrades. The study pods will take more time to plan and implement, but planning on those will begin shortly after the more immediate needs are addressed.

D. * 2023 Holiday Schedule Review - The Board reviewed the 2023 Proposed Holiday Schedule as presented by the Director. After discussion, a motion was made and seconded to approve the 2023 Holiday Schedule as presented. Motion carried.

10. New Business

A. * 2022 and 2023 Millage Resolution - Now that the resolution has become a reality, it is necessary to expressly affirm that the library will not collect more than .08 mills. A motion was made and seconded to approve the Resolution to Approve Library Ballot Language Proposal. After discussion, motion carried.

B. Trustee Search - The decision was made to accept applications for the Board position that will open up in January with the election of John Da Via to the L'Anse Creuse Board of Education.

11. Existing Business

A. * Chris Hearn's 2023 Contract Review - The only change from the previous contract is a provision that provides for an hourly payment structure should his hours exceed his initial terms. A motion was made and seconded to approve the 2023 Contract for IT Services. Motion carried.

B. Timetable for Director Evaluation - A proposal was made to form a committee a month early to facilitate the annual evaluation of the Library Director. Linda Pillow and Dianne Marvaso agreed to join John Da Via to form the Director Evaluation Committee. The first meeting will be at 1:00 pm on 30 November 2022.

12. Board Comment

A. Trustee Training

B. A bit of confusion existed as to the Letter of Transmittal as formatted into the

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October Minutes The format was reduced to fit the letterhead at the top of the page. The actual Letter of Transmittal form will not have a letterhead attached. The Letter is also likely to change over time.

C. Congratulations to Blake Hurley for his first election to the Library Board.
Congratulations to John Da Via for his election to the L'Anse Creuse Board of Education.

13. Adjournment - The meeting was adjourned at 7:42 pm.

Next Meeting -

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

Minutes approved:

President (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)

* denotes voting item.