

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

1. Meeting called to order - by Blake Hurley, presiding officer, at 6:32 pm.

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

Also in attendance - Melissa Goins, Director.

3. Public Comment -

A. None

4. Approval of the Agenda

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

5. Approval of the Minutes from 21 November 2022-

A. * A motion was made and seconded to approve the Minutes from 21 November 2022. Motion carried.

6. Friends Report

A. The Friends have sent out letters for members to renew their memberships for the 2023 year. A get-together event is scheduled for March.

B. The Friends made \$2200 profit from December's Cookie Walk, which is a record! They are discussing the possibility of adding an ethnic dessert table for next year's event.

7. Treasurers Report -

A. * Review of Financial Statement for period ending 30 November 2022 - Expenses at the average range of 92% are generally consistent with expectations and time of year. The Board discussed certain accounts that need to be increased due to a shortfall during the year. A motion was made and seconded to deduct \$2038 from Contingency 271-000.000.956.000 to reflect a budget amount of \$15,104, (the affected accounts being):

Account number	Fund Description	Increase Amount	Rev. Budget Amt.
271-000.000-717.000	Life Insurance	\$15	95
271-000.000-721.001	Unemployment Compensation	\$615	615
271-000.000-727.000	Office Supplies	\$300	4100
271-000.000-740.005	Program Expenses	\$50	7050
271-000.000-740.061	Program Sponsor Expenditure	\$325	325
271-000.000-829.000	Membership in Lib. Orgs	\$608	13608

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271-000.000-964.000	Prior year tax refunds	\$125	125
Total		\$2038.00	

and, from Children’s Materials 271-000.000.743.004 deduct \$2,000 from the budget and adjust to \$10,000, and move the \$2,000 into the budget for Electronic Materials 271-000.000-743.006 to reflect a revised budget amount of \$28,700. Motion carried.

B. Review of Expense Report – Reviewed Expense Report for the November 2022/ December 2022, with expenditures totaling \$7,669.71. The major expense this month were the costs associated with electronic materials, which are especially valuable because they take up no space. A motion was made and seconded to approve the Expense Report for the November 2022/December 2022, in the amount of \$7,669.71. Motion carried.

C. Investment Update - The Board will receive a quarterly report in January. Decisions will need to be made at January’s meeting as to what investment changes, if any, are desired.

7. Committee Reports -

A. * Bylaw & Policy Update Committee met 16 December 2022 to update the 2023 HTPL Holiday Policy (PAY - 04). The major change was to add two floating holidays for employees who work at least 15 hours per week rather than add specific holidays to the calendar. These days would be offered from the date of hire. After discussion, a motion was made and seconded to approve the changes effective 1 January 2023. Motion carried.

B. The Future Planning Committee did not meet.

8. Director’s Report

A. Melissa Goins reported on November 2022 usage and statistics, and patron traffic. Usage statistics for November included:

- Increased website traffic in November; likely folks looking for millage information;
- We conducted 18 programs for 352 guests and 1 virtual session with 57 attendees (Cooking with Vegetables); the Princess party was a huge success with 68 attendees;
- We lost 3 Twitter followers and anticipate more as some users drop the platform in light of new ownership.

B. Library Happenings

- 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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- The Harrison Township Tree Lighting was a huge success; the library held a drawing and selected Violet Hagan to “flip the switch” along with hosting a reindeer food craft and Santa in the library; great fun was had by all!
- We’ve been having trouble with the automatic door working consistently; the township has been notified and we hope it will be repaired shortly.
- We are gearing up for the next newsletter mailing; the newsletter is at the printer and will be mailed out to all HT homes at the end of December (before the postage price increase).
- The small claims lawsuit against Kidon Security was stalled since Zack Ellis, the owner refused to be served; Melissa filled out additional paperwork at 41B District Court for alternate service methods, so it is once again progressing through the court system.
- Staff evaluations for 2022 are complete.
- The library staff are currently conducting a complete inventory of the library collection; the process will likely take several weeks.
- Increase in Administrative Fees with the township in 2023.
- Review the 2022 3-6-12 goals; discuss goals for 2023.
- Increase in HT Healthcare coverage; anticipated and budgeted for 2023.
- Minimum wage increase and paid time off laws review; these news laws may be in effect by February 19, 2023.

C. Administrative Fees from the Township will increase from \$10,000 to \$18,000 starting 1 January 2023. While the increase seems substantial, the new total is considerably less than that paid by other township entities for administrative fees.

D. 3-6-12 Month Goals - The Board reviewed the document 2022 Short and Long-Term Goal Aspirations as Recommended by the Library Board of Trustees. Every goal was met except for the three month goal to ‘Re-evaluate the marketing plan to set concrete engagement goals.’ Most gratifying was being able to review the ‘If Millage Passes’ goals, which will now become a major part of the 3-6-12 goals for 2023.

E. 2023 Health Care Rates - Increases were anticipated and are already in the 2023 Budget that the Board has approved. The Board discussed whether a motion would be needed to approve this since coverage was at 90% and will remain at 90%.

F. Melissa will be off 30 December 2022 to 4 January 2023.

9. New Business -

A. A Committee for Replacement of Trustee will be formed. Blake Hurley, Diane Nelson, and Dianne Marvaso will serve on it.

10. Existing Business

A. None.

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11. Board Comment - John Da Via thanked the Board for their professionalism, cooperation, and friendship over the past eight years, and noted how valuable the skills of each member were to the smooth functioning of the group, and what a positive impact this makes on our community. He will miss each member, and hopes to stay involved with the library after moving over to becoming a trustee of the L'Anse Creuse Board of Education.

12 . Adjournment -

A. The meeting was adjourned at 7:30 pm.

Next Meeting -

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, 16 January 2023, at 6:30 pm.

Minutes submitted by John Da Via, Secretary

Minutes approved:

Presiding Officer (HTPL - Board of Trustees)

Date of Approval

Secretary (HTPL - Board of Trustees)