

MEETING MINUTES  
Harrison Township Public Library Board of Trustees  
Monday, 16 January 2023 6:30 pm  
In the Library

- 1. Meeting called to order** – Dianne Marvaso at 6:30 pm.
- 2. Trustees Present** – Dianne Marvaso, Blake Hurley, Diane Nelson, Linda Pillow and Carole Wolf.  
**Also in attendance**-Melissa Goins, Director; Beverley Ortman, of 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 8 E. John Da Via to the policy committee as a community member. Motion carried.
- 5. Approval of the Minutes from 19 December 2022**
  - A. \*A motion was made and seconded to accept and approve the amended Minutes from 19 December 2022. Motion carried.
- 6. Friends Report** -
  - A. The Friends are working on a Membership card for paid memberships. These cards will include the information and incentives with paid membership.
  - B. The Love Your Library campaign will be happening during February. There are 16 containers and locations that the Friends hope will participate again. Contact the Friends for a list of container locations.
  - C. The St. Hubert Fish Fry – Bake Sale is Friday, February 24<sup>th</sup>. Baked goods are welcome. Bake good donations can be dropped off at St. Hubert between 12:00-3:00 on February 24<sup>th</sup>.
  - D. Lynda Cicchini has resigned from Friends of the Library Board. Laura Johnson will be filling the vacancy.
- 7. Treasurer's Report** –
  - A. Review of Financial Statement for the period ending 31 December 2022. Expenses are at 100%, which is normal for this time of year. Revenues are doing better than anticipated. Investments are moving along as expected.
  - B. \*Review of Expense Report. Reviewed Expense Report for December 2022/January 2023, with expenditures totaling \$12,202.27. The major expense for the month was the printing and mailing of the January-March newsletter. A motion was made and seconded to approve December 2022/January 2023 Expense Report in the amount of \$12,202.27. Motion carried.

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- C. Review of Investment Report for Huntington Investments and Michigan Class Investments which are currently earning approximately 4.8% each (Report included).  
\*A motion was made and seconded to reinvest \$250,000.00 from Telus Wireless Company investment to Huntington Commercial Paper for no longer than six months. Motion carried.  
\*A motion was made and seconded to invest \$100,000.00 from Savings account (271-000.000-017.000) to Michigan Class. Motion carried.

**Hold Meeting** - \*Motion was made and seconded to hold the meeting. Motion carried.  
\*Motion made and seconded to appoint Diane Nelson as secretary for the HTPL Board. Motion carried.

**8. Committee Reports -**

- A. Bylaws & Policy Update Committee –  
1. \*A motion was made and seconded to accept the changes made to **Materials Selection & Collection Development Policy INF-01.1** as amended. Motion carried.  
2. \*A motion was made and seconded to make the changes to **Reconsideration of Library Materials Policy MGT-03**. Motion carried.  
3. \*A motion was made and seconded to make the changes to **Request for Reconsideration of Library Materials FORM-02**. Motion carried.  
\*Motion was made and seconded to amend the changes to the **Request for Reconsideration of Library Materials FORM-02**. Motion carried.  
\*Motion was made and seconded to amend and make the final changes to the **Request for Reconsideration of Library Materials FORM-02**. Motion carried.
- B. \*Library Director Evaluation Committee Recommendation. A motion was made and seconded to accept the performance library director report for the year ending 2022. Motion carried. A motion was made and seconded to establish the Director's Compensation committee to act upon the report created by the Library Director Evaluation Committee. Motion carried.
- C. Board Member Replacement Committee – The committee met on January 11, 2023, and completed a scaled interview questionnaire. Two candidates have submitted letters. Interviews are tentatively set for February 20, 2023.
- D. The Future Planning Committee did not meet.
- E. \*A motion was made and seconded to change John Da Via from board member to community member to the Bylaws & Policy Update Committee. Motion carried.

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**9. Director's Report –**

A. Usage statistics for December- Generally, December is one of our slowest months of the year, however, overall circulations were higher (increased digital checkouts) and door count traffic was higher than November. Days of increased foot traffic include the Cookie Walk and the Tree Lighting.

o Also of note, is the decreased size of the OverDrive digital collection. Clinton-Macomb Public Library pulled out of the group pool causing the SLC collection to experience a loss of over 11,000 items.

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.
- Used books for all ages were donated on behalf of the library to St. Hubert for use at MCREST.
- The library will once again serve as a distribution site for print tax forms, both federal and state. Orders have been placed for the forms and they should arrive soon.
- HTPL received word from the Suburban Library Cooperative that another consortium will soon join the OverDrive reciprocal borrowing partnership. Up North Digital Consortium has submitted paperwork and their collection will soon be available to HT residents for borrowing.
- In other OverDrive news, the OverDrive app will be sunset in April 2023; After that time, all OverDrive users are required to use the Libby app for digital borrowing. Libby features improved functionality and syncs across multiple devices.
- Video productions have been in the works; Two videos are currently on the cable channel, Virtual Library cards for students and GoLibraryCard. More videos are coming soon!
- Inventory of the library collection continues but is near completion.
- Review the 2023 3-6-12 goals.
- Minimum wage increase and paid time off laws review; these new laws may be in effect by February 19, 2023; Be aware that they may be in effect.

**10. New Business – None.**

**11. Existing Business - None**

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**12. Board Comment –**

John Da Via submitted his letter of resignation to the Harrison Township Library Board.

Thank you to Diane Nelson for accepting Harrison Township Library Board secretary position.

**13. Adjournment**

A. The meeting was adjourned at 8:32.

Submitted by: Diane Nelson, Secretary

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\*- denotes voting item