

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 20 February 2023 6:30 pm
In the Library

1. **Meeting called to order** – Dianne Marvaso at 6:33 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. * Motion made and seconded to accept and approve the amended agenda to include **8 F – Board Vacancy Committee - Recommendation** as an action item. Motion carried.
5. **Approval of the Minutes from 16 January 2023**
 - A. * Motion made and seconded to accept the Minutes from 16 January 2023. Motion carried.
6. **Friends Report** -
 - A. The Friends Membership cards are ready, and packets will be going to Friends members as soon as decisions for included information are final.
 - B. An AED has been installed in the library and a training video has been provided for the staff.
 - C. Used Book Sale is doing well and to date has made \$232.00.
 - D. The Love Your Library canisters are in the community through February.
 - E. A bake sale will take place at the St. Hubert Fish Fry Friday, February 24, 2023, with an additional opportunity for Kroger sign up.
 - F. There will be a Meet and Greet at Bentley's Roadhouse on March 30, 2023.
 - G. Summer Reading Kick Off will take place on Saturday, June 24, 2023, and plans are underway to support this endeavor.
 - H. The Waterfront Park Concerts will take place and Friends will be selling concession items.
 - I. Discussion has begun with Lori's Lick 'Em up with a date planned for August.
 - J. BINGO Night will be on October 26, 2023, with plans forthcoming.
 - K. The Cookie Walk will be on Saturday, December 2, 2023.

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7. Treasurer's Report –

- A. Review of Financial Statement for the period ending 31 January 2023. Expenses are at 8%, which is normal for this time of year.
- B. *Review of Expense Report. Reviewed Expense Report for January 2023/February 2023, with expenditures totaling \$15,361.49. The major expense this month was the costs associated with electronic materials. Motion made and seconded to approve January 2023/February 2023 Expense Report in the amount of \$15,361.49. Motion carried.

8. Committee Reports -

- A. *Bylaws & Policy Update Committee –*
 - 1. *Motion made and seconded to accept the changes made to **Internet Access, Use, & Safety Policy INF-02.1** Motion carried.
 - 2. *Motion made and seconded to amend the changes to **Internet Access, Use and Safety Policy INF-02.2.** Motion carried.
 - 3. *Motion made and seconded to accept the changes to **Internet Access for Customer Provided Equipment Policy INF-02.3.** Motion carried.
 - 4. *Motion made and seconded to accept the changes to **Website Policy INF-04.** Motion carried.
 - 5. *Motion made and seconded to accept the changes to **Social Media Policy INF-05.** Motion carried.
 - 6. *Motion made and seconded to amend grammatical changes as needed to policies to correct "Library Director to library director." Motion carried.
- B. *Future Planning Committee –* Did not meet.
- C. **Library Director Evaluation Committee -* Motion made and seconded to accept the rating of "competent" for library director, Melissa Goins, for the year ending 2022. Motion carried.
- D. **Director's Compensation Committee –* Motion made and seconded to increase the library director's salary to \$70,000.00 per year effective March 1, 2023. Motion carried.
*Motion made and seconded to increase library director account 271-000.000-704.000 from Contingency 271-000.000-956.000 in the amount of \$4,000.00. Motion carried.
- E. **Finance Committee –* Motion made and seconded to authorize the investment committee to reinvest Huntington investments- Lafayette Assets LLC and Treasury Bills 1, 2 and 3 for no longer than six months upon maturity date as they see fit. Motion carried.
*Motion made and seconded to invest \$400,000.00 from Savings account (271-000.000-017.000) in Michigan Class. Motion carried.
Discussion regarding library investment document.
- F. **Board Vacancy Committee –*The committee conducted interviews on February 14, 2023 and February 20, 2023, with the seven community

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members who submitted applications. Motion was made and seconded to accept the recommendation of Nick Mordowanec to replace John Da Via for the remainder of his term. Motion carried. Following the motion, there was discussion regarding creating a Community Advisory Board (CAB) for interested candidates for future library involvement.

9. Director's Report –

A. Usage statistics for January

- This January had increased usage over last January in many areas. Digital usage significantly decreased, which is normal since we are not producing much digital content.
- Also of note, while the SLC OverDrive group lost over 11,000 items as a result of CMPL exiting the group, it did not impact usage. Usage has remained high with 1226 checkouts in January.
- Free Covid-19 home test kits from MDHHS are still available for distribution; over 1200 already distributed; the library will continue as a distribution site while tests are available.
- The library is once again serving as a distribution site for print tax forms, both federal and state. Forms are in the library already.
- Video productions for some library services have been released; Two videos are currently on the cable channel, Virtual Library cards for students and GoLibraryCard. Videos for Book a Blind date and Virtual Library Cards for students were released on TikTok. Both had over 800 views.
- Inventory of the library collection is complete. A total of 243 items were not located during the inventory, or less than 1% (.81%). Most libraries expect this number to come back around 2%. All items not found during inventory will be marked as lost and deleted after 6 months.
- Puppets are now in the library and available for checkout. The library has about 20 available puppets and 5 more on the way!
- The library has been invited to host an information table at the Parks and Rec Bowling Event on March 4 from 12:30-3:30pm.
- An AED machine is now available in the library. All staff are aware and prepared to use it if needed. Thank you Beverley of the Friends group who graciously made this happen in cooperation with the Harrison Township Fire Department!
- We have received free trials to 3 different newspapers subscription services and the librarians are reviewing the resources. Digital newspaper subscriptions are coming soon!
- A quote for service has been sent to Mango Languages
- The library received a total of 5 applicants for the open librarian positions; the hiring committee is reviewing and interviews will follow.
- Librarian salary and benefit discussion
- Library Associate salary discussion

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10. New Business

- A. Discussion ensued regarding benefits for full-time librarians to include health, dental and life insurance along with a 401 K contribution plan along with PTO (Paid Time Off.) *Motion made to hire 2 full-time librarians for an annual salary of \$50,000.00. The circulation desk manager position is currently on hold. Motion carried.
- B. *Motion made to increase circulation desk staff rate of pay to \$14.00 hourly effective March 1, 2023, along with a note of commendation from the library board. Motion carried.

11. Existing Business –

- A. We are currently waiting for a court update regarding Kidon Securities. Cameras have been removed from the library and are currently being stored awaiting pick up.

12. Board Comment – None

13. Adjournment

- A. The meeting was adjourned at 8:54 pm.

Next Meeting –

- A. The next monthly meeting of the Library Board of Trustees will be held on Monday, 20 March 2023 at 6:30 pm.

Submitted by: Diane Nelson, Secretary

*- denotes voting item

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