

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

1. **Meeting called to order** – Dianne Marvaso at 6:31 pm.
2. **Trustees Present** – Dianne Marvaso, Blake Hurley, Diane Nelson, Linda Pillow and Carole Wolf.  
**Also in attendance**-Nick Mordowanec; Beverley Ortman, of Friends of the Library, Melissa Goins, Director (excused).
3. **Approval of the Agenda** –
  - A. \* Motion made and seconded to approve the agenda. Motion carried.
4. **Appointment of Nick Mordowanec** –
  - A. \*Motion made and seconded to appoint Nick Mordowanec to the Harrison Township Library Board. Motion carried.
5. **Board Officer Positions** –
  - A. \*Motion made and seconded for a temporary suspension of Article 3, section 2 of the By-laws for the purpose of changing officer positions as of March 20, 2023. Motion carried.
  - B. \*Motion made and seconded to appoint Blake Hurley as the President of the Harrison Township Public Library board effective March 20, 2023. Motion carried.
  - C. \*Motion made and seconded to appoint Dianne Marvaso as the Vice President of the Harrison Township Public Library board effective March 20, 2023. Motion carried.
  - D. For the purpose of changing officer positions, temporary suspension is closed.
6. **Public Comment** –
  - A. None
  - E. **Approval of the Minutes from 20 February 2023**
    - A. \* Motion made and seconded to accept the Minutes from 20 February 2023. Motion carried.
7. **Friends Report** -
  - A. The Friends will be distributing “SWAG” bags to members at the “Meet and Greet” at Bentley’s Roadhouse on March 30, 2023.
  - B. A vision statement and a mission statement has been created as well as short-term and long-term goals.
  - C. Sylvia Arakelian will be the point person to have meetings with the director.

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- D. The Friends are creating a way to designate the many items/programs that they contribute to the library so that their constant support is recognized and all can see the involvement and importance of the Friends for the library.
- E. Future plans also include legacies and possible endowments.

**8. Treasurer's Report –**

- A. Review of Financial Statement for the period ending 28 February 2023. Expenses are at 16%, which is normal for this time of year.
- B. \*Review of Expense Report. Reviewed Expense Report for February 2023/March 2023, with expenditures totaling \$13,534.98. The major expense this month was the costs associated with Mango Language subscription. Motion made and seconded to approve February 2023/March 2023 Expense Report in the amount of \$13,534.98. Motion carried.

**9. Committee Reports -**

- A. *Bylaws & Policy Update Committee –*
  - 1. \*Motion made and seconded to accept the changes to **Library Sponsored and Co-Sponsored Programs Policy GSV-01**. Motion carried.
  - 2. \*Motion made and seconded to accept the changes to **Community Presentations Policy GSV-02**. Motion carried.
  - 3. \*Motion made and seconded to accept the changes to **Building Use by Community Groups Policy GSV-03**. Motion carried.
  - 4. \*Following discussion - Motion made and seconded to accept **Health Insurance Policy BEN-01**. Motion carried.
  - 5. \*Following discussion - Motion made and seconded to accept **Life Insurance Policy BEN-02**. Motion carried.
  - 6. \*Following discussion - Motion made and seconded to accept **Deferred Compensation Policy BEN-03**. Motion carried.
- B. *Future Planning Committee –* Did not meet.
- C. \**Finance Committee –* An update was provided on current investment earnings. Motion made and seconded to authorize the investment committee to reinvest Huntington investments- Commercial Paper, INC and Treasury Bill #3 into Treasury Bills for no longer than six months upon maturity dates and rate review, as they see fit. Motion carried.  
\*Motion made and seconded to invest \$250,000.00 from Savings account (271-000.000-017.000) to a Huntington Treasury bill no longer than six months. Motion carried.

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**10. Director's Report –**

- A. February 2023 usage and statistics, and patron traffic tracking were shared.
- B. Usage statistics for February
  - Wireless usage for this month is elevated over last month and the previous year; likely due to a power outage over several days in the township. The library experienced higher volumes of traffic as folks came to the library for the Internet and to charge devices. A generator for the library should be considered for future purchase
  - Library staff report that they are experiencing a higher number of MeLCat interlibrary loans (ILL) and the statistics agree clocking about 250 items borrowed in both January and February as well as about 150 items loaned out to other libraries each month this year. This is roughly a 30-40% increase over last year
  - Free Covid-19 home test kits from MDHHS are still available for distribution; over 1200 already been 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
  - A subscription to Mango Languages has been purchased and is now live; big announcement goes out in April/May newsletter
  - A subscription to America's News from Newsbank has been acquired and is now live, which includes e-newspapers subscriptions to Detroit News and USA Today in full with color images. It also includes text for all Macomb Daily articles. Big announcement comes out in the April/May newsletter
  - The library hosted an information table at the Parks and Rec Bowling Event on March 4 from 12:30-3:30 pm
  - The library has posted the positions again for Full-time Adult Librarian and Full-time Youth Librarian on account of the changes to the position since it was originally posted
  - The library has posted the position for a Substitute Library Associate
  - The library is gearing up to be open for more hours including M-F 9 am-8 pm and Saturday 9 am-5 pm; Target date is set for April 3, though we are experiencing some hurdles and may need to delay that target
  - The librarians have done presentations over two days at Middle School Central and Middle School South; 1 more day is currently scheduled; presentations were well-received by students and school staff
  - The Book Nook stationed in the playground at Lake St. Clair Metropark has been repainted and will soon return to its location looking spiffy again; thanks so much to volunteers Ron and Kristin Milio for taking on the painting task!
  - A complimentary membership from an anonymous donor was offered to all 6 Library Board applicants that were not selected to fill the vacancy; 3 took the offer and joined Friends, one was already a member of the Friends group so chose to donate her membership, and 2 declined
  - Update on small claims case against Kidon Security

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C. 2023 Budget Analysis is tabled until the amended budget analysis.

**11. New Business**

A. None

**12. Existing Business –**

A. A temporary committee is established to review the Library Director Employment Contract. The committee consists of library board members: Nick Mordowanec, Linda Pillow, and Diane Nelson. Additional community members will be invited depending on their availability.

**13. Board Comment –**

- A. Linda Pillow will be attending an upcoming zoom conference on Board Policy on Friday, March 24, 2023, through Library of Michigan.
- B. It was announced that Hans Schwab, a founding member, and volunteer of the Harrison Township Public Library passed away. No additional arrangements shared at this time.

**14. Adjournment**

A. The meeting was adjourned at 7:53 pm.

**Next Meeting –**

A. The next monthly meeting of the Library Board of Trustees will be held on Monday, 17 April 2023 at 6:30 pm.

Submitted by: Diane Nelson, Secretary

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\*- denotes voting item