

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 15 May 2023 6:30 pm
In the Harrison Township Board Room

1. **Meeting called to order** – Blake Hurley at 6:35 pm.
2. **Trustees Present** –Blake Hurley, Dianne Marvaso, Diane Nelson, Linda Pillow, Nick Mordowanec and Carole Wolf.

Also, in attendance- Melissa Goins, Director; Beverly Ortman, of Friends of the Library.
3. **Approval of the Agenda** –
 - A. * Motion made and seconded to approve the agenda. Motion carried.
4. **Approval of the Minutes from 17 April 2023** -
 - A. *Motion made and seconded to approve the minutes from 17 April 2023. Motion carried.
5. **Public Comment** –
 - A. None
6. **Friends Report** -
 - A. Snacks will be sold at summer concerts at Waterfront Park as well as many library events.
 - B. Friends are currently working on a variety of new ideas to roll out for 2023.
 - C. Additional meetings have been added to the yearly calendar.
 - D. The next FOL Meet and Greet will be at Benvenuto's on Wednesday, 28 June 2023 at 6:00 PM.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 30 April 2023. Expenses are at 33%, which is normal for this time of year. New fund accounts have been added by Accounts Payable for the new full-time librarian positions.
 - B. *Review of Expense Report. Reviewed Expense Report for April 2023/May 2023, with expenditures totaling \$19,161.93. Insurance renewals and State Aid payment was a large portion of the expenses this month. Motion made and seconded to approve April 2023/May 2023 Expense Report in the amount of \$19,161.93. Motion carried.
8. **Committee Reports** -
 - A. *Bylaws & Policy Update Committee* –
 1. * Changes were made to **Confidentiality Policy MGT-01**.
 2. *Changes were made to **Gifts and Donations Policy MGT-02**.

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3. *Changes were made to **Displays and Distribution of Community Materials Policy MGT-04.**
 4. *Changes were made to **Funds Deposit Policy MGT-07.**
 5. *Changes were made to **Petty Cash Policy-MGT-08.**
 6. *Changes were made to **Credit Card Policy-MGT-10.**
 7. **Temporary Closure Policy-MGT-05** and **Check Request Reimbursement Policy-MGT-09** were reviewed without any revisions.
 8. A motion was made and seconded to accept the changes to policies **MGT-01, MGT-02, MGT-04, MGT-07, MGT-08, and MGT-10.** Motion carried.
- B. *Future Planning Committee* – The committee met on 4 May 2023 to review the need for an RFP. The committee will be reviewing samples of RFP's of previous government projects and focus on the design and build of the project.
- C. *Finance Committee* – An updated report was provided for investment interest as of April 30, 2023. Michigan Class has earned \$7,782.48 interest and Huntington Investments has earned \$18,048.08 interest.

9. Director's Report –

- A. April 2023 usage and statistics, and patron traffic tracking were shared.
- B. Library Happenings
- Checkout and digital usage were down from March, which follows prior year Patterns.
 - Library income slightly elevated due to the \$500 donation from Friends for the Literacy Kits.
 - NewsBank is getting some traffic with over 200 uses in both March and April
 - 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.
 - Beginning on April 3, the library is officially open for more hours including M-F 9am-8pm and Saturday 9am-5pm.
 - Both full-time librarians have started and have a full slate of summer programs planned!
 - The next newsletter has been submitted to the printer and covers June, July, and August. It will be an 8-page spread this time around on account of all the new additions including digital resources like Mango Languages and Newsbank, library collections like Literacy Kits, puppets, and the seed library, as well as a hefty load of programs and activities all summer long!
 - As part of the Mobile Incubation Program and in partnership with the Lake St. Clair Metropark Nature Center, the library hatched chickens; a total of 7 chickens were sent off to their new home at the farm.
 - Update on small claims case against Kidon Security; The Hall of Shame piece

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aired on Fox 2, April 25th. Mediation took place the next day on April 26th. We reached an agreement in mediation that he would refund the \$1000 for the people counting camera in exchange for the camera he gave us in place of the people counting camera that could not actually count people. The deadline for the transaction was May 3rd. Zack was unable to get a check before the banks closed that day. The exchange took place May 4th. Our IT department is confident it can replace the camera system for under \$1000 since the lines are already run and we only need to replace the cameras. People counting capabilities have already been resolved separately.

- Shred Day was a huge success with more than 224 people coming to protect themselves from fraud and identity theft.
 - I attended the Community Engagement Summit on April 28th and learned wonderful ways to send our community "love notes." Rainworks art will be coming to the front entrance ramp soon!
 - Trustee Manuals 2022 (Michigan Public Library) and Financial Management Guide – September 2021 Manual (Public Library) are available for HTLB.
- C. The policy committee was requested to review **Positions, Standards and In-Charge Policy ORG-01.2** and update titles and organizational structure.

10. New Business

- A. Renee Nixon's wage request was reviewed and tabled for further information.
- B. *A motion was made and seconded to contract with Marco for a Daas 5-year plan copier with unlimited printing. Motion carried.

11. Existing Business –

- A. Insurance Premium Employee Contract – 10% to be settled in accounts yearly.
- B. *A motion was made and seconded to approve HSA contributions – for individuals = \$1300.00 and family plan = \$2600.00 for full-time employees as originally presented at the 17 April 2023 meeting. Motion carried.
- C. *Library Director Employment Contract – The committee is continuing to establish a Severance Agreement for the contract. This portion of the contract will be tabled until 19 June 2023 meeting. A motion was made and seconded to recognize Melissa Goins as the director of the library and has been since her initial hire date of March 1, 2018. Motion carried.

12. Board Comment –

- A. Trustee Training – none
- B. Board Members will be attending Trustee Networking at Shelby Township Public Library on 16 May 2023.

13. Adjournment

- A. The meeting was adjourned at 8:14 pm.

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Next Meeting –

- A. The next monthly meeting of the Library Board of Trustees will be held on Monday, 19 June 2023 at 6:30 pm.

Minutes submitted by Diane Nelson, Secretary

*- denotes voting item

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