

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 19 June 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

3. **Public Comment**- None

4. **Approval of the Agenda** –

A. * Motion made and seconded to approve the agenda. Motion carried.

5. **Approval of the Minutes from 15 May 2023** -

A. *Motion made and seconded to approve the minutes as amended with adjustments made to 7A to include “expense accounts and “Accounting Department” from 15 May 2023. Motion carried.

6. **Friends Report** -

- A. Concessions will be at summer concerts at Waterfront Park. The next concert is Thursday, 22 June 2023 at 6:00.
- B. The Used Book Sale and Summer Reading Kick off is Saturday, 24 June 2023 from 12:00-2:00. The Friends are supporting the petting zoo and face painting.
- C. The next FOL Meet and Greet will be at Benvenuto's on Wednesday, 28 June 2023 at 6:00 PM.
- D. Additional help is still needed for upcoming concerts and events. Online sign up is available at volunteersignup.org/DKMT7

7. **Treasurer's Report** –

- A. Review of Financial Statement for the period ending 31 May 2023. Expenses are at 42% and are on target for this time of year. 2022 Winter Taxes have been collected. The budget will be updated and amended at the July 2023 meeting. A budget meeting will be scheduled prior to the next meeting.
- B. *Review of Expense Report. Reviewed Expense Report for May 2023/June 2023, with expenditures totaling \$13,403.59. There was a large expense for Library Automation Services. Motion made and seconded to approve May 2023/June 2023 Expense Report in the amount of \$13,403.59. Motion carried.

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8. Committee Reports -

- A. *Bylaws & Policy Update Committee –*
 - 1. * Changes were made to **Customer Service Policy CUS-01**.
 - 2. *Changes were made to **Code of Conduct Policy CUS-02**.
 - 3. *Changes were made to **Appeals Process for Disciplinary Action Policy CUS-03**.
 - 4. **Unattended Children Policy CUS-04** is tabled until the committee updates the staff guidelines and procedures.
 - 5. *Motion was made and seconded to accept the changes to policies **CUS-01**, **CUS-02** as written. Motion carried. Motion was made and seconded to policy **CUS-03** with the change of “patron” to “user.” Motion carried.
- B. **Future Planning Committee –* The committee met on 26 May 2023 to create an RFP for the Shipping Container Study Pods Project. The RFP was reviewed by the committee members to answer any questions. Motion was made and seconded to approve the Shipping Container Study Pods Project RFP. Motion carried.
- C. *Finance Committee –* An updated report was provided for investment interest as of May 31, 2023. Michigan Class has earned \$10,239.09 interest and Huntington Investments has earned \$18,048.08 interest year-to-date.

9. Director’s Report –

- A. May 2023 usage and statistics, and patron traffic tracking were shared.
- B. Library Happenings
 - Typically, May is one of our slower months of the year; however, it was almost even with April this year
 - In-person visits and program attendance were up, website visits and digital usage was down.
 - 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 received a very nice \$200 donation in honor of pride month; the donor designated that LGBTQ+ materials are purchased for the library collection and a book plate affixed to recognize the anonymous donation. The order for those materials is in progress.
 - The Summer 2023 newsletter has hit mailboxes and covers June, July, and August; it is 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! The publication and distribution were delayed from the printer by about two weeks causing a loss of attendance for programs during that time frame.

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- The library has posted for the Part-time Youth Librarian position to fill the spot left vacant when Tina Rossow moved into the Full-time Youth Librarian position. We didn't receive any applicants the first time around and the position was reposted. We received a number of very good applicants from the second posting. The application deadline has closed and interviews will begin soon. We hope to fill this spot as quickly as possible since the help is much needed.
- Michigan Activity Pass (MAP) has launched a new website as of June 21, 2023; the website url is more intuitive for the public and hopefully, the site is easier to use and navigate. New promotional material were sent by MAP to HTPL.
- We received a check for \$64.60 from Zoom for a class action lawsuit settlement; the check was deposited to the Miscellaneous Revenue account
- Graham Elementary 3rd and 4th grade students walked over for a visit June 7; 84 kids came for a storytime with Ms. Tina and to hear about Summer Reading!
- The library has booked 20 storytimes this summer with Yacks Summer Camps; the volunteer storytellers have been signing up for dates, but there are still many available time slots
- The toilet in the women's restroom overflowed 6/6/23; a plumber was called in to fix it; feminine products caused the clog; signs were ordered for each bathroom per recommendation of the plumber
- The new copy machine is scheduled for installation on June 22nd.
- The library has been invited to attend the Senior Expo at the HT Senior Center on September 19th.

10. New Business

- A. *Part-time Youth Librarian Wage Review – Motion made and seconded to increase the range of part-time librarian salary to \$24.00 per hour or to allow the library director the flexibility to hire a program specialist to fill the same roles with similar qualifications. Motion carried.
*Motion made and seconded to allow the library director the ability to hire part-time help for various programming needs, not to exceed \$24.00 per hour. Any hires under this job title must be reported to the library board at the next regularly scheduled meeting. Motion carried.
- B. *Librarian Laptop Quotes – With the hiring of full-time librarians, additional laptops are needed as well as additional technology upgrades. Quotes were received from 3 vendors for 5 laptops, wifi access points, 2 front desk PC's with monitors, 2 children's PC monitors with touch screens, 2 cataloging computers and cloud management.

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Motion made and seconded to purchase technology equipment from Insight Public Sector Sled in the amount of \$12,014.82. Motion carried.

11. Existing Business –

- A. *Part-time Adult Librarian Salary Review – Motion was made and seconded that per the request of Renee Nixon the library board will increase the hourly rate to \$17.25 with a maximum of 83 hours per month, not to exceed 39 hours in one week. Per policy, part-time employees are not eligible for paid time off. Motion carried.
- B. *Library Director Employment Contract – The committee has established a Severance Agreement for the Library Director Employment Contract which was reviewed by the library's attorney along with the Employment Contract. A motion was made and seconded to approve the Library Director Employment Agreement. Motion carried.
*Motion made and seconded to accept Attachment A with the correction of Exhibit A to the Severance Agreement and Release. Motion carried.

12. Board Comment –

- A. Trustee Training – There was discussion in regards to presenting ALA short video segments at monthly meetings reviewing library board member responsibilities.
- B. There was discussion regarding rotating library board member terms. Because we are governed by PA 164, we are unable to rotate positions.

13. Adjournment

- A. The meeting was adjourned at 8:30 pm.

Next Meeting –

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

Minutes submitted by Diane Nelson, Secretary

*- denotes voting item