

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 17 July 2023 6:30 pm
In the Harrison Township Conference Room Administration Building

1. **Meeting called to order** – Blake Hurley at 6:32 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, Friends of the Library
3. **Public Comment**- None
4. **Approval of the Agenda** –
 - A. * Motion made and seconded to approve the amended agenda to add “Amended 2023 Budget” to 9C. Motion carried.
5. **Approval of the Minutes from 19 June 2023** -
 - A. *Motion made and seconded to approve the minutes from 19 June 2023. Motion carried.
6. **Friends Report** -
 - A. The Used Book Sale continues until July 31, 2023. So far, the used book sale and concessions have made \$120.00. Two more concerts are scheduled for July and August.
 - B. Lori's Lick 'em Up is 22 August 2023, from 3:00-7:00. Donations for the Friends of the Library will be matched by the new owner.
 - C. FOL is sponsoring a member's only event - “Everyone's Birthday Party” 14 September 2023.
 - D. A second Meet and Greet was at Benvenuto's in June and was successful. Another will be scheduled for the fall at Crew's Inn.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 30 June 2023. Expenses are at 50% and are on target for this time of year.
 - B. *Review of Expense Report. Reviewed Expense Report for June 2023/July 2023, with expenditures totaling \$33,118.97. Two large expenses included computer equipment and the summer newsletter publication. Motion made and seconded to approve June 2023/July 2023 Expense Report in the amount of \$13,403.59. Motion carried.
8. **Committee Reports** -
 - A. *Bylaws & Policy Update Committee* – did not meet

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- B. *Future Planning Committee* – The committee met on 13 July 2023 to share two proposals that were received from contractors for study pod project. Both bids were over budget. Several ideas were shared to lower the quoted costs to be within the established budget. Construction costs have increased in the past few years which has made the project cost prohibitive at this time. It was decided that the committee work with the township to see if there are any ideas for short-term solutions for the storage, workspace, and programming space issues. The committee will also reach out to the contractors with ideas to align the future design within the budget. The next meeting is 18 July 2023.
- C. *Finance Committee* – An updated report was provided for investment interest as of June 30, 2023. Michigan Class has earned \$12,657.71 interest and Huntington Investments have earned \$18,048.08 interest year-to-date. Huntington Investments that are coming due will be reinvested. \$50,000.00 will be withdrawn from Michigan Class for expenses.

9. Director's Report –

- A. June 2023 usage and statistics, and patron traffic tracking were shared.
- B. Library Happenings
 - Usage statistics for June
 - MeLCat Inter-Library Loan stats were high this month
 - In-person visits and website visits were up this month, new members were also up probably due to Summer Reading Kick-off.
 - 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 Summer Reading Kick-off was a huge success, Tony Forlini donated the hotdogs and arranged for a volunteer chef in his absence; more than 200 hotdogs were served before we ran out around 1:30pm; 102 kids were registered for the Summer Reading Program at the event!
 - After interviews and many great candidates, Cyndy Williams-Sandoval was hired as the Part-time Youth Librarian position; her first day was July 7th.
 - The new copy machine has been installed and is operating with few kinks over the transition.
 - Some library vendors are preparing for a possible UPS strike and have let the library know that placing monthly book orders for August early is a good idea; we are watching the situation.
 - HTPL applied to the Library of Michigan for free Vox book sets. Our request was approved and the following Vox sets should arrive soon

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(about 40 books):

- All Together Now - a 2023 Summer Reading Themed collection
- Spanish/English Bilingual - a collection to support bilingual library programs
- High Interest Readers - a Collection of Chapter Books and Nonfiction titles to support struggling readers.
- HTPL staff members attended Closed POD training at the MDHHS
- HTPL has been notified that the 2022 Township Audit is complete: with the audit complete, work on the annual report for HTPL will begin soon.

-Melissa shared 2023 Budget Revisions to align with actual costs. After budgets adjustments, \$35,000 was moved to contingency.

- C. *Amended 2023 Budget – tabled until 16 October 2023 meeting

10. New Business

- A. Review of 2024 budget draft – The preliminary budget for 2024 was shared with the board. Discussion ensued on how best to use the 2024 budget to best meet the needs of patrons.

11. Existing Business – None

12. Board Comment –

- A. Trustee Training – A recent training session titled “Beyond Book Bans” was discussed and found to be valuable. Melissa will send a link to the board for any members who wish to view the session or attend upcoming sessions.
- B. There was discussion regarding Montana no longer having a membership with the American Library Association.

13. Adjournment

- A. The meeting was adjourned at 8:09 pm.

Next Meeting –

- A. The next monthly meeting of the Library Board of Trustees will be held on
Monday, 21 August 2023 at 6:30 pm.

Minutes submitted by Diane Nelson, Secretary

*- denotes voting item