

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 21 August 2023 6:30 pm
In the Harrison Township Board Room

1. **Meeting called to order** – Blake Hurley at 6:34 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; Kathy Marsh and Colleen McKee, Township Residents
3. **Public Comment**- Township resident Kathy Marsh shared her concerns about recent book purchases made through an anonymous donation and requested that future library purchases be part of a balanced collection. She also provided a list of books she thought might enhance the collection. The director will share this list with the librarians for review for potential purchase.
4. **Approval of the Agenda** –
 - A. * Motion made and seconded to approve the amended agenda to eliminate “Review quotes for server updates” from 10A as quotes were not complete at the time of the meeting. Motion carried.
5. **Approval of the Minutes from 17 July 2023** -
 - A. *Motion made and seconded to approve the minutes from 17 July 2023. Motion carried.
6. **Friends Report** -
 - A. 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 as in the past.
 - B. Since the upcoming BINGO fundraiser licensing is acquired through St. Hubert Knights of Columbus, anyone working this event will need to have completed the program “Protecting God’s Children” to volunteer at the event.
7. **Treasurer’s Report** –
 - A. Review of Financial Statement for the period ending 31 July 2023. Expenses are at 60% and are on target for this time of year.
 - B. *Review of Expense Report. Reviewed Expense Report for July 2023/August 2023, with expenditures totaling \$19,925.75. A large expense was the annual dues to the Suburban Library Cooperative. Motion was made and seconded to approve July 2023/August 2023 Expense Report in the amount of \$19,925.75. Motion carried. There was additional discussion regarding potential future purchases of tablets for online newspaper subscriptions for patron usage and a generator for power outages.

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 21 August 2023 6:30 pm
In the Harrison Township Board Room

- C. Motion was made and seconded to approve the 2024 Budget as presented. Motion carried.
- D. A summary of the Harrison Township Auditor's Report was explained by the Harrison Township Library Board Treasurer. Any questions from the Library Board were addressed. The audit results were clean overall for both the library and Harrison Township.

8. Committee Reports -

- A. *Bylaws & Policy Update Committee* –
 - 1. *Motion was made and seconded to accept the changes to policy **Unattended Children Policy CUS-04** as written. Motion carried.
- B. *Future Planning Committee* – The committee met with two separate contractors on 18 July 2023 and 1 August 2023. Several creative ideas were shared by both contractors to help meet the library's need for space as well as align costs within the budget. The Future Planning Committee has a third contractor meeting on 22 August 2023. The preliminary plan is to rewrite the RFP to align with the 2023 and 2024 budget for the project.
- C. *Finance Committee* – An updated report was provided for investment interest as of July 30, 2023. Michigan Class has earned \$15,098.08 interest and Huntington Investments have earned \$21,810.89 interest year-to-date. Huntington Investments that are coming due will be reinvested. \$50,000.00 will be withdrawn from Michigan Class for expenses on 7 September 2023.

9. Director's Report –

- A. July 2023 usage and statistics, and patron traffic tracking were shared.
- B. Library Happenings
 - Usage statistics for July
 - Librarians aimed to add more programs this summer now that proper staff are in place; the library offered 13 more programs in July than July 2022!
 - Wi-fi stats are drastically reduced. Likely due to the wi-fi upgrade. Since we changed the name of the wi-fi connection, visitors who have used the wi-fi in the past are no longer automatically connecting when they visit us. It will resolve in time.
 - We're getting a lot of positive feedback on the puppet collection from parents and kids alike, the puppets have checked out 139 times this year!
 - 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
 - Part-time Youth Librarian Update – Ms. Cyndy has taken a full-time

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 21 August 2023 6:30 pm
In the Harrison Township Board Room

position elsewhere, but will continue on with limited part-time hours through December

- HTPL Youth Librarian, Tina Rossow, was the MLA featured librarian on 8/10/23; her image and story went out on MLA social media and HTPL was tagged on the post
 - The library is working to add CreativeBug to our collection of digital resources. CreativeBug offers online video arts and crafts workshops and techniques. Learn how to paint, knit, crochet, sew, screen print, and more.
 - HTPL applied to the Library of Michigan for free Vox book sets. Our request was approved and the following Vox sets have been added to the collection (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. Ms. Tina hopes to add more titles soon!
 - HTPL has been invited to participate in the Back-to-School events at HT schools again this year. We may need help from the board with some shifts since many of them occur on the same day
 - The Macomb Daily published an article on 8/6/23 highlighting book banning and public libraries Librarians urge public to fight book bans which is on the heels of the MI Right to Read initiative
- C. 2022 Annual Report and Year in Review. Director Goins shared an informative and colorful 2022 Annual Report detailing library revenues and expenditures, service population, service hours and facilities, operating revenue per capita, comparing all this information with other Michigan Class IV Libraries. The 2022 Year in Review compared statistical information from 2021 to 2022. Lastly, she presented a list of many other services provided by the library during 2022. The entire report displayed a library that is a vital community resource that continues to meet the needs and goals of its community.

10. New Business - None

11. Existing Business – None

12. Board Comment –

- A. Linda Pillow shared notes she gleaned from a recent training session titled “Beyond Book Bans.” She felt it extremely beneficial for trustee training. A final training session is offered on 22 August 2023.

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 21 August 2023 6:30 pm
In the Harrison Township Board Room

- B. Diane Nelson shared that the EDC is hosting an Elegant Wine Tasting Event 28 September 2023 from 5:30 – 8:30 at Cellar 104 in Mt. Clemens. Tickets can be purchased on the Harrison Township website or at the Treasurer's Office for \$150.00.
- C. Dianne Marvaso highlighted two recent library programs and how spectacular they were. (Rosie the Riveter and All Together Now Concert with Rev. Robert Jones and M. L. Lieber)

13. Adjournment

- A. The meeting was adjourned at 8:42 pm.

Next Meeting –

- A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 18 September 2023 at 6:30 pm.**

Minutes submitted by Diane Nelson, Secretary

*- denotes voting item