

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 18 September 2023 6:30 pm
In the Harrison Township Board Room

1. **Meeting called to order** – Blake Hurley at 6:30 pm.
2. **Trustees Present** –Blake Hurley, Diane Nelson, Nick Mordowanec and Carole Wolf.
Excused -Dianne Marvaso and Linda Pillow
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 agenda. Motion carried.
5. **Approval of the Minutes from 21 August 2023** -
 - A. *Motion made and seconded to approve the minutes from 21 August 2023. Motion carried.
6. **Friends Report** -
 - A. The Friends received \$1,300.00 in donations from Lori's Lick 'em Up fundraiser in August. The new owner did match the donations as promised. Thank you to John!
 - B. The Friends had an Everyone's Birthday Party on 14 September 2023, which was very successful. Another one will be planned.
 - C. The Friends will have a table at the Senior Expo on 19 September 2023.
 - D. Plans are well underway for the BINGO Event at Tucker Senior Center on 26 October 2023.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 31 August 2023. Expenses are at 68% and are consistent with expectations at time of year.
 - B. *Review of Expense Report. Reviewed Expense Report for August 2023/September 2023, with expenditures totaling \$14,158.50. Two large expenses included Hoopla and Consumers Report subscriptions. Motion was made and seconded to approve August 2023/September 2023 Expense Report in the amount of \$14,158.50. Motion carried. There was additional discussion regarding expenses this past month. Purchases included many outreach materials for Back-to-School and additional programming as the year wraps up were major purchases.
8. **Committee Reports** -
 - A. *Bylaws & Policy Update Committee* – Did not meet

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All policies have been reviewed over the past two years. A schedule has been created to ensure policies are updated and current.

B. *Future Planning Committee* – Did not meet

Melissa reached out to Seth Penchansky from Daniels and Zermack Architects following the last committee meeting. There will be additional meetings and discussions with the future planning committee following the presentation by Ken Verkest regarding the Harrison Township Needs and Feasibility study. Seth will include additional plans in conjunction with the study to aid in the future planning of the library.

C. *Finance Committee* – An updated report was provided on investment interest. As of August 30, 2023, Michigan Class has earned \$17,493.88 interest. As of September 7, 2023, Huntington Investments have earned \$42,307.70 interest. \$50,000.00 will need to be withdrawn following the October 2023 library board meeting from Michigan Class for expenses.

9. Director's Report –

A. August 2023 usage and statistics, and patron traffic tracking were shared.

B. Library Happenings

It was a busy month!

The librarians conducted a whopping 34 programs in August for 659 attendees. That's an all-time high in the history of HTPL. Nice work, librarians!

- HTPL participated in the Back-to-School events at all HT schools again this year. We handed out 2,477 packets of library information and goodies to the students. An increase of more than 200 over last year.
- The library participated in the Back-to-School Bash hosted by HT Parks and Rec on 16 September from 12-2pm; the prize wheel was a success!
- The library will participate in the Senior Center Expo on Tuesday, 19 September at the Tucker Senior Center; the prize wheel will be used at the event
- Free Covid-19 home test kits from MDHHS are still available for distribution; over 1200 have already been distributed; the library will continue as a distribution site while tests are available
- The library has released a total of 18 Monarch butterflies and we have one more caterpillar to go. It's been a successful year for the butterflies at the library and at times it was difficult to keep up with their eating habits
- CreativeBug is all set and will go live as part of HTPL digital resources on 1 October. CreativeBug offers online video workshops in arts and crafts

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techniques. Learn how to paint, knit, crochet, sew, screen print, and more.

- State Aid Reporting opens soon and for the first time the state is collecting data on passive programs like Take and Make crafts, Adopt a Shell, Spice Club, etc.
- The Verizon hotspots are showing signs of extensive use and will be replaced soon.
- September is Library Card Signup Month; the library has posted several social media posts from ALA to promote the special month
- State of Harrison Township Address will be at Gowanie Golf Course at 12pm on Friday, 13 October.
- Security camera quotes are on the radar over the next month

10. New Business –

- A. Ken Verkest, Harrison Township, Supervisor shared a preliminary draft from the Harrison Township Needs and Feasibility study results. Currently there are 3 potential options that the township is considering. There is still much discussion needed before any firm decisions will be made.

11. Existing Business –

- A. *Server Quotes – Three quotes were submitted to include material description and unit price for a new server. HTPL President Blake Hurley has extensive knowledge of commercial servers and shared costs are currently reasonable at this time as prices have decreased over the past few months. Motion was made to move \$9,000.00 from Library Automation (271.000.000.806.002) to Computer (271.000.000.977.000) for the purchase of a new server and associated costs. Motion carried. Motion was made to approve the purchase of Marco B – HPE Server with 1.92 TB storage as outlined in the service quote minus the five-year service plan. Motion carried.

12. Board Comment –

- A. Trustee Training - There is an upcoming SLC Trustee Training Event on Friday, 29 September at. 10:00 a.m. It will be held at Clinton-Macomb Main in the Auditorium.
- B. The book list that was presented at the August 2023 HTPL board meeting by a community member is still being reviewed and purchases are in process in the near future.
- C. There was discussion on Artificial Intelligence and how it affects library materials, copyright, and the importance of libraries and media literacy. Future programming might consider AI programming and “Chat GPT” for the patrons.

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13. Adjournment

A. The meeting was adjourned at 8:24 pm.

Next Meeting –

A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 16 October 2023 at 6:30 pm.**

Minute submitted by Diane Nelson, Secretary

*- denotes voting item