

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 16 October 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, Dianne Marvaso and Carole Wolf. Excused - 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 to approve the agenda as amended with the addition of Board Comment Item B for discussion on changing the roles of officers at the November meeting. Motion carried.
5. **Approval of the Minutes from 18 September 2023** -
 - A. *Motion made to approve the minutes from 18 September 2023. Motion carried.
6. **Friends Report** -
 - A. Elections took place at the 2 October 2023 meeting. The meeting was well attended. Sylvia Arakelian, Linda Silvonon and Tita Tate were elected for the open positions. Positions will be decided at the 4 January 2024 meeting.
 - B. BINGO Event is 26 October. There will not be a basket raffle at this event. The basket raffle will be moved to the Cookie Walk on 2 December 2023. Cookies will be sold at this event. Library information will be shared at this event to make the community aware of the many opportunities at HTPL.
 - C. Membership Meet and Greet is cancelled due to scheduling conflicts. It was scheduled for Crews Inn.
 - D. The Annual Cookie Walk is on 2 December 2023.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 30 September 2023. Expenses are at 75% and are consistent with expectations at this time of year.
 - B. *Review of Expense Report. Reviewed Expense Report for September 2023/October 2023, with expenditures totaling \$12,521.57. Motion was made and seconded to approve September 2023/October 2023 Expense Report in the amount of \$12,521.57. Motion carried. There was discussion regarding necessary budget adjustments at the November meeting.

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8. Committee Reports -

- A. *Bylaws & Policy Update Committee* – Did not meet

- B. *Future Planning Committee* – Did not meet
Melissa updated the board that Ken Verkest shared preliminary building plans for HTPL. Additional information will be shared at the next Future Planning Committee meeting on 30 October 2023.

- C. *Finance Committee* – An updated report was provided on investment interest. As of September 30, 2023, Michigan Class has earned \$19,654.07 interest. As of September 30, 2023, Huntington Investments have earned \$42,308.91 interest. \$50,000.00 will need to be withdrawn prior to the 20 November 2023 library board meeting from Michigan Class for expenses.

9. Director's Report –

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

- B. Library Happenings
 - September is typically a slower month as the kids go back to school and this year follows suit
 - While usage is down from the previous month as expected, usage is up compared to September last year
 - Free Covid-19 home test kits from MDHHS are still available for distribution; over 1500 already distributed; the library will continue as a distribution site while tests are available; we have been experiencing high demand for the tests again
 - Monarch season is officially over. The library released a total of 19 Monarch butterflies this year
 - The library participated in the Senior Center Expo on Tuesday, September 19th at the Tucker Senior Center; the prize wheel was again a success
 - HTPL participated in the Graham Trunk or Treat on October 12th and the Township Halloween event on October 14th; the theme this year was Mad Science and the library took first in the trunk competition at Halloween! Nice job, librarians! A basket was donated by the Friends of HTPL on behalf of the library for the Graham PTO fundraiser at the Graham Trunk or Treat
 - Lauren and Tina created a TikTok video for Banned Books week that went viral with over 191,000 views! The library has over 100 new TikTok followers as a result of the video. Well done, Tina and Lauren!
 - CreativeBug is live as part of HTPL digital resources beginning October 1st. CreativeBug offers online video workshops in arts and crafts techniques. Learn how to paint, knit, crochet, sew, screen print, and

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- All five Verizon hotspots have been replaced with newer models; users can now connect up to 15 devices to the hotspots; the old units allowed up to five devices; users have had excellent feedback on the new units and are pleased with the upgrade
- Security camera quotes are on the radar over the next month
- Melissa, Kelly, and Tina are attending the Michigan Library Association Conference October 18-20

10. New Business –

- A. None

11. Existing Business –

- A. None

12. Board Comment –

- A. Dianne Marvaso, Carole Wolf and Diane Nelson attended the State of the Township address on Friday, 13 October 2023.
- B. At the 20 November 2023 meeting, there will be discussion about changing the roles for board positions.

13. Adjournment

- A. The meeting was adjourned at 7:20 pm.

Next Meeting –

- A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 20 November 2023 at 6:30 pm.**

Minute submitted by Diane Nelson, Secretary

*- denotes voting item