

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 20 November 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, Diane Nelson, Nick Mordowanec, Dianne Marvaso, Linda Pillow 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 to approve the agenda for 20 November 2023. Motion carried.
5. **Approval of the Minutes from 16 October 2023** -
 - A. *Motion made to approve the minutes from 16 October 2023. Motion carried.
6. **Friends Report** -
 - A. The BINGO that was at the Tucker Senior Center on 26 October was a success. The basket raffles have been moved to the Cookie Walk event on 2 December 2023.
 - B. The Cookie Walk and Basket Raffle will be held on 2 December 2023 from 12:00-3:00. Lori's Lick 'em Up has provided advertising on the electronic sign at their location on Jefferson. Cash/Credit Cards accepted.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 31 October 2023. Expenses are at 85% and are consistent with expectations at this time of year. Budget amendments will be made at the 18 December 2023 meeting.
 - B. *Review of Expense Report. Reviewed Expense Report for October 2023/November 2023, with expenditures totaling \$23,657.21. Motion was made and seconded to approve October 2023/November 2023 Expense Report in the amount of \$23,657.21. Motion carried.
Large purchases included the new server as well as the hardware and software for the server. The librarians also attended the Michigan Library Association conference.
8. **Committee Reports** -
 - A. *Bylaws & Policy Update Committee*
 1. *Motion was made and seconded to approve policy **Bereavement Leave Policy BEN-5**. Motion carried.

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 20 November 2023 6:30 pm
In the Harrison Township Board Room

*Motion was made and seconded to have the **Bereavement Leave Policy BEN-5** active 1 November 2023. Motion carried.

2. *Motion was made and seconded to accept the changes to policy **Organizational Chart Policy ORG-1.2**. Motion carried.

3. *Motion was made and seconded to accept the changes to policy **Job Description for Youth Programming Associate ORG-1.2**. Motion carried.

B. *Future Planning Committee* –

Melissa shared a quote from Daniels and Zermack. Quotes have been submitted for a modular building, a pre-existing building, and a new build to match the existing structure. An informal meeting was held with some of the township officials. They shared the results of the township's needs assessment and potential preliminary plans to move forward. It was made clear that the library needs space for programs, meetings, and storage with the addition of full-time librarians and additional programming this year.

*Motion was made and seconded to approve Daniels and Zermack proposal. Motions carried.

C. *Finance Committee* – An updated report was provided on investment interest. As of October 31, 2023, Michigan Class has earned \$21,857.03 interest. As of October 31, 2023, Huntington Investments have earned \$42,310.07 interest. Huntington investments that are coming due on 19 December 2023 will be reinvested.

9. Director's Report –

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

B. Library Happenings

- October is usually a pretty good month and was this year as well

- The librarians conducted a whopping 35 programs for 747 attendees!

- Physical checkouts were slightly lower than September (-80), which is unusual, however, digital checkouts were 1200 higher with over 1600 OverDrive checkouts plus over 500 digital magazine checkouts

- Free Covid-19 home test kits from MDHHS are still available for distribution; over 1800 already distributed; the library will continue as a distribution site while tests are available; we have been experiencing high demand for the tests again

-The library has added memory kits to our Library of Things collection and they are now available for checkout. Memory kits are designed with games, images, books, and activities to boost memory skills and curb memory loss. The Friends of the library donated the funds for the memory kits. Thank you, Friends!

-HTPL participated in Trunk or Treat events throughout the community this year at Graham, Yacks, Lobbestael, and the township Halloweenpalooza

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 20 November 2023 6:30 pm
In the Harrison Township Board Room

event

- CreativeBug is live as part of HTPL digital resources beginning 1 October
CreativeBug offers online video workshops in arts and crafts techniques.
Learn how to paint, knit, crochet, sew, screen print, and more
- Melissa, Kelly, and Tina attended the Annual Michigan Library
Association conference in Kalamazoo. Memory kits are one of the many
gems we picked up at the conference to help us be a better resource
for our community
- Jaime Studer has joined the HTPL staff as a Part-time Youth Programming
Associate; she is working out well and has a new slate of interesting
programs for our youth ready to go for 2024
- The Suburban Library Cooperative has launched a collective Library of
Things collection. HTPL is currently working with SLC staff to get the project
up and running so HTPL residents can borrow from the collection. Coming
soon!
- Staff shortages have been a problem lately as some staff have been ill
and another out for bereavement
- The staff meeting had a guest speaker shared a presentation on team
building.

10. New Business –

- A. *Motion was made and seconded to accept the quote from Abel
Electronics for Closed-circuit security system. Motion carried.
- B. *Motion was made and seconded to approve the 2024 consulting
agreement contract between HTPL and Chris Hearn beginning
1 January 2024 through 31 December 2024. Motion carried.
- C. *Motion was made and seconded to approve the yearly consulting
agreement for Tom Sysko for the service period beginning 1
November 2023 through 31 October 2024. Motion carried.
- D. *Motion was made and seconded to approve the 2024 Proposed
Holiday schedule. Motion carried.

11. Existing Business –

- A. *Motion was made and seconded that officer positions currently held
by the HTPL board will remain for 2024. Motion carried.

12. Board Comment –

- A. None

13. Adjournment

- A. The meeting was adjourned at 7:48 pm.

Next Meeting –

- A. The next monthly meeting of the Library Board of Trustees will be held

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 20 November 2023 6:30 pm
In the Harrison Township Board Room

on **Monday, 18 December 2023 at 6:30 pm.**

Minute submitted by Diane Nelson, Secretary

*- denotes voting item