

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

1. **Meeting called to order** – Blake Hurley at 6:33 pm.
2. **Trustees Present** –Blake Hurley, Diane Nelson, Nick Mordowanec, Dianne Marvaso, Linda Pillow. Excused: Carole Wolf
Also, in attendance- Melissa Goins, Director
3. **Public Comment**- None
4. **Approval of the Agenda** –
 - A. * Motion made to approve the agenda for 18 December 2023. Motion carried.
5. **Approval of the Minutes from 20 November 2023** -
 - A. *Motion made to approve the minutes from 20 November 2023. Motion carried.
6. **Friends Report** -
 - A. The Friends' Report is included in the Director's Report. The St. Hubert Knights of Columbus Fish Fry Bake Sale is Friday, February 16, 2024. More information will be forthcoming, but bakers will be needed once again.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 30 November 2023. Expenses are at 92% and are consistent with expectations at this time of year.
 - B. *Review of Expense Report. Reviewed Expense Report for November 2023/December 2023, with expenditures totaling \$29,385.29. Motion was made and seconded to approve November 2023/December 2023 Expense Report in the amount of \$29,385.29. Motion carried. Large budget items included Christopher Hearn's – Annual Contract for 2024, Security Cameras and software and Overdrive.
8. **Committee Reports** -
 - A. *Bylaws & Policy Update Committee*
 1. *Motion was made and seconded to approve policy **Personal Time Off Policy BEN-4**. Motion carried.
 2. *Motion was made and seconded to approve the amended policy **Sick Leave Policy BEN-5** active 1 January 2024. Motion carried.
 - B. *Future Planning Committee* –

Melissa provided an update regarding the status of the agreement with Daniels and Zermack. Additional information will be forthcoming in January 2024.

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C. Finance Committee –

1. An updated report was provided on investment interest. The library funds are earning "Sweep Interest" which is interest accrued from "non-invested" funds. An account has been created for this (271-000.000.666.001). The amount of "Sweep Interest" for 2023 is \$2,471.07.

As of November 30, 2023, Michigan Class has earned \$23,891.12 interest. As of November 30, 2023, Huntington Investments have earned \$49,756.75 interest. A Huntington investment is coming due on 19 December 2023 and will be reinvested.

2. *2023 Budget Amendments – The board discussed certain accounts that need to be increased due to a shortfall during the year. Motion made to deduct \$66,530.00 from 271-000.000.705.000 (Para-Professionals Account) and move to the following accounts to reflect the revised budget needs. Motion carried.

Account Number	Fund Description	Increase Amount
271-000.000.704.271	Librarian Salary	\$65,000.00
271-000.000.714.000	Twp Annual HSA Contribution	\$ 1,300.00
271-000.000.719.002	Vision Insurance	\$ 230.00

Motion made to deduct \$4,600.00 from 271-000.000.810.000 (Outside Services Account) and move to the following accounts to reflect the revised budget needs. Motion carried.

Account Number	Fund Description	Increase Amount
271-000.000.740.005	Program Expenses	\$ 1,300.00
271-000.000.743.002	Adult Materials	\$ 3,000.00
271-000.000.988.000	Equipment Expense	\$ 300.00

Motion made to deduct \$3,400.00 from 271-000.000.716.000 (Health Insurance) and move to the following account to reflect the revised budget needs. Motion carried.

Account Number	Fund Description	Increase Amount
271-000.000.713.000	Health Care Buyout	\$ 3,400.00

3. *2024 Budget Revisions were presented. Motion was made to amend account 271-000.000.407.000 (Taxes-Op-Adv) to \$940,155.54 for 2024. Motion carried. Motion was made to amend account 271-000.000.666.001 (Sweep Interest) to \$8,000.00. Motion carried. Motion was made to amend account 271-000.000.962.000 (Contingency) to \$147,664.54. Motion carried.

9. Director's Report –

- A. November 2023 usage and statistics, and patron traffic tracking were shared.
 - B. Library Happenings
- November usually experiences a slight decrease in use from October. Physical checkouts were marginally down from October; however, electronic checkouts

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were up by about as much. We're starting to see the shift toward electronic usage more prevalently. Physical checkouts from last year in November 2022 are down by 54 checkouts. However, electronic checkouts are up by 1440, creating an overall increase of 1386 growth in checkouts. We experienced record OverDrive usage with 1700 checkouts in November 2023!

- Of our databases, NewsBank is getting great uses with 465 in November; CreativeBug is getting off to a sluggish start.
- Free Covid-19 home test kits from MDHHS are still available for distribution; over 1800 have already been 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 participated in the Parks and Rec Tree Lighting on November 30. We hosted Santa in the library. Crafts and stickers were available to the kids while they waited to see Santa. We had great weather and many more participants this year!
- The Friends' Cookie Walk was well attended and a huge success. The Friends group raised over \$2500 for their organization!
- The memory kits are almost ready for circulation and will be available for checkout in January.
- The January-March Winter Buoy Newsletter from HTPL is scheduled for distribution to all HT homes and businesses on January 3.
- The Suburban Library Cooperative is offering a Library of Things collection available for checkout by all SLC libraries including HTPL. Soon HT residents will be able to check out the following items:
 - Meta Quest 2 (Oculus)
 - GoPro Hero 11
 - Logitech Blue Yeti USB Microphone
 - Nintendo Classic Mini Game Console
 - ClearClick Video 2 Digital Converter 2.0 – converts VHS, VCR, DVD, DVD-R, Hi-8, camcorder tapes, and more to digital. Store digitally on USB flash drive or SSD card (not included).
- I ♥ HTPL hoodies are now available for purchase in the library. They are being sold at cost for \$25 each.

10. New Business –

- A. None

11. Existing Business –

- A. None

12. Board Comment –

- A. There was a lengthy and beneficial conversation to the various

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databases that are used at libraries across the state. Each database has its own set of pros and cons that benefit patrons needs. Board members can provide Melissa with 3-6-12 month goals for 2024.

13. Adjournment

A. The meeting adjourned at 8:10 pm.

Next Meeting –

A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 15 January 2024 at 6:30 pm.**

Minute submitted by Diane Nelson, Secretary

*- denotes voting item