

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 15 January 2024 6:30 pm
In the Harrison Township Board Room

1. **Meeting called to order** – Blake Hurley at 6:31 pm.
2. **Trustees Present** –Blake Hurley, Diane Nelson, Nick Mordowanec, Dianne Marvaso, Linda Pillow and Carole Wolf
Also, in attendance- Beverly Ortman; Melissa Goins - excused
3. **Public Comment**- None
4. **Approval of the Agenda** –
 - A. * Motion made to approve the agenda for 15 January 2024. Motion carried.
5. **Approval of the Minutes from 18 December 2023** -
 - A. *Motion made to approve the minutes from 18 December 2023. Motion carried.
6. **Friends Report** -
 - A. The Friends of the Library will be having a bake sale at the St. Hubert Knights of Columbus Fish Fry on Friday, 16 February 2024 from 4:00-7:00. Laura Johnson is the chairperson and has sent out a call for bakers.
 - B. A Meet and Greet will be scheduled for Friends members at Crews Inn Restaurant in April.
 - C. On 17 May 2024, the Friends will be having a party at Total Sports with potential awards in recognition of members who support the library as well as bringing in new members to the Friends group.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 31 December 2023. Expenses are at 100% and are consistent with expectations at this time of year.
 - B. *Review of Expense Report. Reviewed Expense Report for December 2023/January 2024, with the expenditures totaling \$10,289.34. Motion was made and seconded to approve the amended December 2023/January 2024 Expense Report in the amount of \$10,289.34. Motion carried.
 - C. *A bill was reviewed from Printing by Johnson for the January-March Winter 2024 Buoy Newsletter printing and mailing. Motion was made to approve payment of \$8,940.74. Motion carried.
8. **Committee Reports** -
 - A. *Bylaws & Policy Update Committee* – Did Not Meet
 - B. *Future Planning Committee* - Did Not Meet
 - C. *Finance Committee* –

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1. As of December 31, 2023, Michigan Class has earned \$25,903.05 interest. As of 31 December 2023, Huntington Investments have earned \$58,023.61 interest. Huntington investments are coming due on 8 February and 13 February 2024 and will be reinvested.
- D. *Library Director Evaluation/Compensation Committee* – The standing committee will consist of Diane Nelson, Linda Pillow and Nick Mordowanec. A meeting date will be established.

9. Director's Report –

- A. December 2023 usage and statistics, and patron traffic tracking were shared.
- B. Library Happenings
 - December is typically one of our slowest months of the year. Despite that we had 7 adult programs for 199 attendees. The Ukulele Christmas concert had 70 guests. Passive engagement like the take and make crafts did well all month though aren't included in the program counts. They served another 112 users.
 - Of our databases, NewsBank is getting great usage with 546 in December; HTPL is in the process of acquiring Macomb Daily digital edition for our users.
 - Free Covid-19 home test kits from MDHHS are still available for distribution; over 2100 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 memory kits are ready and in circulation.
 - The Suburban Library Cooperative Library of Things collection has been added to our collection and we can now make requests. Residents can now checkout the following from SLC:
 - o Meta Quest 2 (Oculus)
 - o GoPro Hero 11
 - o Logitech Blue Yeti USB Microphone
 - o Nintendo Classic Mini Game Console
 - o 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).
 - The January-March Winter Buoy Newsletter from HTPL was distributed to all HT homes and businesses on January 3.
 - The library has posted for the Substitute Library Associate position and has received over 40 applicants so far.
- C. The 3-6-12 Month Goals for 2024 were reviewed. There was discussion regarding library circulation databases as well as newspaper subscriptions and providing the best services for our patrons.

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10. New Business –

A. None

11. Existing Business –

A. None

12. Board Comment –

A. Linda Pillow will share a link for Michigan Library Advocacy Day in Lansing on 16 April 2024. An email will be sent with the necessary information.

13. Adjournment

A. The meeting was adjourned at 7:34 pm.

Next Meeting –

A. The next monthly meeting of the Library Board of Trustees will be held in the conference room of the Administration Building on **Monday, 19 February 2024 at 6:30 pm.**

Minute submitted by Diane Nelson, Secretary

*- denotes voting item