

MEETING MINUTES  
Harrison Township Public Library Board of Trustees  
Monday, 19 February 2024 6:30 pm  
In the Harrison Township Administration Conference Room

1. **Meeting called to order** – Blake Hurley at 6:30 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 19 February 2024. Motion carried.
5. **Approval of the Minutes from 15 January 2024** -
  - A. \*Motion made to approve the minutes from 15 January 2024. Motion carried.
6. **Friends Report** -
  - A. The Friends of the Library raised \$1152.00 at the St. Hubert Church Fish Fry. Discussion will continue regarding what to do with remaining bake sale items at the end of the event.
  - B. A Meet and Greet will be scheduled for Friends members at Crews Inn Restaurant.
  - C. The FOL are also discussing using their monies to fund larger projects that support the library.
  - D. On 17 May 2024, the Friends will be having a Meet and Greet at Total Sports to show appreciation and honor the staff, the library board members, the FOL board members, the founding HTPL library people and others. A Save the Date will be sent out soon.
7. **Treasurer's Report** –
  - A. Review of Financial Statement for the period ending 31 January 2024. Expenses are at 12% and are consistent with expectations at this time of year.
  - B. \*Review of Expense Report. Reviewed Expense Report for January 2024/February 2024, with the expenditures totaling \$16,549.93. Motion was made and seconded to approve the January 2024/February 2024 Expense Report in the amount of \$16,549.93. Motion carried. A large expense this month was Hoopla for \$5000.00 which is prepaid subscription for 2024.
8. **Committee Reports** -
  - A. *Bylaws & Policy Update Committee* – Did Not Meet

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There was discussion to review the PTO/Sick Time days for staff members. The policy committee will be reviewing this and provide a policy at the March board meeting.

- B. *Future Planning Committee* – The future planning committee met with Daniels and Zermack Architects on 23 January 2024. Three options were presented. Option A is a modular classroom (500 square feet); Option B is a double shipping container (652 square feet); Option C is a site-built structure (585 square feet). Each of these options' budget are approximately \$400,000 and would be located on the east side of the library. The architect also presented adding two additions (1,000 square feet each) on the east and west side of the existing library and adding an elevator to access the three levels of the current structure. It was also suggested to add a gable roof to the library to correct the roof leaks from the existing flat roof. The façade would also match what is currently in existence. These improvements would be Phase I of expanding the library.

Ken Verkest was in attendance, and he offered the idea of renovating a portion of the Harrison Township board room to provide the library with the much-needed meeting and study space. Daniels and Zermack Architects will be creating renderings for this renovation so immediate needs might be met.

- C. *Finance Committee* –
1. As of 31 January 2024, Michigan Class has earned \$2010.48 interest. Huntington investments are coming due on 27 February and 12 March 2024 and will be reinvested.
  2. \*Motion made to approve budget revision to move \$3820.00 from Contingency (271-000.000—962.000) to Unemployment Account (271-000.000-721.001). Motion carried.
  3. \*Motion made to approve moving \$300,000.00 from Savings Account (271-000.000-407.000) to Michigan Class. Motion carried.
- D. *Library Director Evaluation/Compensation Committee* – The Evaluation of the Library Director instrument has been created and is awaiting committee approval. The committee has scheduled the next meeting for 1 March 2024 and after that date the committee will distribute the evaluation to randomly selected employees and various board members.

### **9. Director's Report –**

- A. January 2024 usage and statistics, and patron traffic tracking were shared.
- B. Library Happenings  
-January stats are pretty typical. We start to see increased usage over December. Of note, we are still high usage of OverDrive, Hoopla, and OverDrive Digital Magazines. Usage of Freegal, BookFlix, and HTPL

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digital (YouTube) has been steadily declining.

- HTPL social media presence has increased over last year and the library just hit 2000 followers on Facebook.
- 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.
- HTPL hired a new Substitute Library Associate – Judy M.
- The library has posted for the Part-time Adult Librarian position and has received 15 applicants; interviews are in progress, and we hope to have a librarian in place soon.
- The library has booked several community engagements for March is Reading Month. We will be at several of the schools promoting library services and offering story times!
- Community Shred Day is booked and will take place on May 18th from 11am-1pm.
- Staff evaluations are complete; staff provided several good suggestions as feedback during that time.
- The 2022 State Aid Report for HTPL is complete and submitted.
- The Early Childhood Center's Open House is 29 February 2024. Volunteers are needed to distribute packets.

**10. New Business –**

- A. There was board discussion regarding PTO and Sick Time for full-time employees. After the discussion it was decided that the library board is comfortable with the current number of PTO, Sick Time and Floating Holiday days. There was additional conversation regarding librarian scheduling so that a librarian is on staff during all library hours.

**11. Existing Business –**

- A. None

**12. Board Comment –**

- A. Shelby Township Public Library is hosting a spring trustee meeting on Tuesday, 12 March 2024. The topic is Best Practices for Running an Effective and Efficient Meeting. The time is 5:30 – 6:30 pm. If board members are interested in attending, contact Melissa by 8 March 2024.
- B. Diane Nelson shared that she attended a workshop on Navigating Material Challenges for Library Trustees on 15 March 2024. She shared what was gleaned that could best benefit the board regarding this topic.

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**13. Adjournment**

A. The meeting was adjourned at 8:25 pm.

**Next Meeting –**

A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 18 March 2024 at 6:30 pm.**

**Minute submitted by** Diane Nelson, Secretary

\*- denotes voting item