

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 18 March 2024 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, Linda Pillow and 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 March 2024. Motion carried.
5. **Approval of the Minutes from 19 February 2024** -
 - A. *Motion made to approve the minutes from 19 February 2024. Motion carried.
6. **Friends Report** -
 - A. A Meet and Greet will be scheduled for Friends members in good standing at Crews Inn Restaurant on 9 April 2024 at 6:00 pm.
 - B. On 17 May 2024, the Friends will be having an event at Total Sports for Harrison Township Board Members, Harrison Township Library Board Members, the FOL Board Members, the founding HTPL volunteers and others. A Save the Date will be sent out soon.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 29 February 2024. Expenses are in line with the anticipated budget spending at this time of year.
 - B. *Review of Expense Report. Reviewed Expense Report for February 2024/March 2024, with the expenditures totaling \$11,376.06. Motion was made and seconded to approve the January 2024/February 2024 Expense Report in the amount of \$11,376.06. Motion carried.
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 policy **Sick Leave Policy BEN-5**. Motion carried.
 - B. *Future Planning Committee* – On behalf of the Future Planning Committee, Melissa Goins presented an update from Seth Penchansky (Daniels and Zermack Architects).

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1. *Motion was made and seconded to approve \$2500.00 from the quote from Seth Penchansky with Daniels and Zermack Architects. Motion carried.
- C. *Finance Committee* –
1. As of 29 February 2024, Michigan Class has earned \$4,005.27 interest. Huntington investments have earned \$14,743.11 as of 29 February 2024.
 2. *Motion made to approve moving \$300,000.00 from Savings Account (271-000.000-002.000) to Michigan Class (271-000.000-003.003). Motion carried.
- D. *Library Director Evaluation/Compensation Committee* – The Library Director Evaluation instrument has distributed and collected. The next committee meeting is 26 March 2024 in the board room.

9. Director's Report –

- A. See attached.

10. New Business –

- A. None

11. Unfinished Business –

- A. None

12. Board Comment –

- A. Shelby Township Public Library hosted a spring trustee meeting on 12 March 2024 that proved to be beneficial. The topic was *Best Practices for Running an Effective and Efficient Meeting*.

13. Adjournment

- A. The meeting was adjourned at 7:24 pm.

Next Meeting –

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

Minute submitted by Diane Nelson, Secretary

*- denotes voting item