

MEETING MINUTES  
Harrison Township Public Library Board of Trustees  
Monday, 15 April 2024 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; Erin Hessling
3. **Public Comment**- None
4. **Approval of the Agenda** –
  - A. \* Motion made to approve the agenda for 15 April 2024 with an addition to New Business - May meeting date change to 13 May 2024. Motion carried.
5. **Approval of the Minutes from 18 March 2024** -
  - A. \*Motion made to approve the minutes from 18 March 2024. Motion carried.
6. **Friends Report** -
  - A. On 17 May 2024, the Friends will be having “We Got Your Back” event at Total Sports for Harrison Township Board Members, Harrison Township Library Board Members, the FOL Board Members, the founding HTPL volunteers, library staff, among others. Formal invitations have been mailed. The goal is to show the support the Friends can give to the library and the community.
  - B. On 9 April 2024, the Friends of the Library had a successful “Meet and Greet” evening at Crew's Inn.
  - C. Friends of the Library is looking into grant programs for non-profit organizations to help support Friends who in turn support HTPL.
7. **Treasurer’s Report** –
  - A. Review of Financial Statement for the period ending 31 March 2024. Expenses are in line with the anticipated budget spending at this time of year.
  - B. \*Review of Expense Report. Reviewed Expense Report for March 2024/April 2024, with the expenditures totaling \$14,811.01. Motion made and seconded to approve the March 2024/April 2024 Expense Report in the amount of \$14,811.01. Motion carried.
8. **Committee Reports** -
  - A. *Bylaws & Policy Update Committee*- Did not meet
  - B. *Future Planning Committee* – Did not meet
  - C. *Finance Committee* –

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

1. As of 31 March 2024, Michigan Class has earned \$7,367.31 interest and Huntington investments have earned \$18,869.14. Two Huntington investments will be reinvested 9 May 2024.
- D. *\*Library Director Evaluation/Compensation Committee* – The results and comments from the Library Director Evaluation instrument were shared. There was discussion regarding ways to improve the efficiency and effectiveness of the library. Motion made and seconded to approve a 7% wage increase for the Library Director totaling \$4,900.00 effective as of the next pay period. Motion carried.  
*\*Motion made and seconded to approve moving \$4,900.00 from Library Automation & Website (271-000.000.806.002) to Library Director (271-000.000.704.000). Motion carried.*

**9. Director's Report –**

- A. Melissa Goins reported on March 2024 usage and statistics, and patron traffic.
- B. Library Happenings – See Appendix.

**10. Unfinished Business –**

- A. None

**11. New Business –**

- A. *\*Melissa Goins shared the need to increase the full-time librarian salary cap. Motion made and seconded to raise the cap for full-time librarians to \$60,000.00. Motion carried.*
- B. *\*Motion made and seconded to move the May Harrison Township Library Board meeting to 13 May 2024. The meeting will be held in the Harrison Township Administration Building – Conference Room. Motion carried.*

**12. Board Comment –**

- A. There was discussion regarding the future use of penal fines, open meeting acts and the need for getting school librarians back in the schools.

**13. Adjournment**

- A. The meeting was adjourned at 7:53 pm.

**Next Meeting –**

- A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 13 May 2024 at 6:30 pm** in the Harrison Township Administration Conference Room.

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

## APPENDIX

### Director's Report and Library Happenings

- Usage statistics for March
  - We are starting to see an uptick in usage as winter comes to a close. The library had roughly 1300 more checkouts over February, 900 more website visits, and 200 more visitors. The duck hatching program may be a contributing factor and has sparked community interest.
- Passive programs like the Spice Club and Take and Make Crafts continue to be a big hit.
- Scholastic BookFlix and NewsBank continue to be the highest used databases in our collection.
- 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
- A new Part-time Librarian has been hired and starts Monday, April 15
- The library is in the process of hiring a new Full-time Adult Librarian; the posting is out and a number of great candidates have applied; the posting closed on April 12th and we hope to fill the position as quickly as possible.
- Community Shred Day is scheduled and will take place on May 18th from 11am-1pm
- The library purchased and distributed 640 Solar Eclipse glasses in the community. We ran out of glasses the morning of the eclipse and were flooded with more than 300 phone calls that day from folks looking for glasses.
- The library is now collecting used eclipse for future use. Collected glasses will be donated to Astronomers Without Borders.
- NewsBank is offering The Macomb Daily as a full-text image publication in their new package; coming soon to HTPL!
- The Friendship Clubhouse employee has begun working and it's a great partnership. She's wonderful and has been very helpful!
- The duck hatching program was a success! The library hatched 3 ducklings and one surprise chicken. We're looking forward to a hatching program again next year.
- The library is participating with Gleaners in Food for Fines from April 1-26; overdue fees will be waived for non-perishable food donations at that time. Of course, all donations for Gleaners are needed and accepted. No late fees needed!

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

- Melissa and Tina attended the annual PLA Conference. This was the first time the conference was close enough to drive to and the first time HTPL employees attended. Many great ideas were shared and brought back.
- The Summer Reading Kick-off is scheduled for June 22 from 12-2pm; Tony Forlini is once again manning the grill and providing hotdogs and buns for the event.

**Minute submitted by** Diane Nelson, Secretary

\*- denotes voting item