

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 17 June 2024 6:30 pm
In the Harrison Township Administration Conference 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- Melissa Goins, Director
3. **Public Comment**- None
4. **Approval of the Agenda** –
 - A. * Motion made and seconded to approve the agenda for 17 June 2024. Motion carried.
5. **Approval of the Minutes from 13 May 2024** -
 - A. *Motion made and seconded to approve the minutes from 13 May 2024. Motion carried.
6. **Friends Report** -
 - A. 18 May 2024 was Shred Day with over 200 participants.
 - B. 15 June 2024 was Electronic Recycling Day with over 161 participants.
 - C. Summer Concerts at Waterfront Park are set. Volunteer sign-ups are available, and help is needed with concession sales for these upcoming events. The first concert this year is on 27 June 2024.
 - D. Summer Reading Kick Off is 22 June 2024. Additional help is needed and there is a sign-up genius for volunteer sign up.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 31 May 2024. Expenses are in line with the anticipated budget spending at this time of year.
 - B. *Review of Expense Report. Reviewed Expense Report for May 2024/June 2024, with the expenditures totaling \$27,277.29. Motion made and seconded to approve the May 2024/June 2024 Expense Report in the amount of \$27,277.29. Motion carried.
 - C. *Motion made and seconded to approve moving \$50,000.00 from Michigan Class (271-000.000-003.003) to Savings Account (271-000.000.002-000). Motion carried.
8. **Committee Reports** -
 - A. *Bylaws & Policy Update Committee*- The committee met and reviewed the social media policy. Additional information is forthcoming from the attorney to finalize the social media policy.
 - B. *Future Planning Committee* – Did not meet

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C. *Finance Committee* –

1. Michigan Class and Huntington investments were reviewed. A Huntington investment will be reinvested that is due 25 June 2024.

9. Director's Report –

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

10. Unfinished Business –

- A. None

11. New Business –

- A. None

12. Board Comment –

- A. None

13. Adjournment

- A. The meeting adjourned at 7:11 pm.

Next Meeting –

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

APPENDIX

Director's Report and Library Happenings

Usage statistics for May

- May is a slower month, which is typical for the season
- 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
- Shred Day on 18 May had over 200 participants!
- Electronics Recycling Day was scheduled is 15 June from 11am-1pm and had 161 participants
- The library hosted an information table and prize wheel at the Harrison Township Parks and Rec Fishing Derby on 8 June
- The library hosted an information table and issued library cards at the Yacks Marlin Mania Bash on 6 June; the prize wheel was a big success and we issued 8 new library cards
- The library hosted an information table and gave away Spice Club kits at the 1 June Harrison Township Beautification Commission Plant Exchange from 12-

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2pm at the Tucker Senior Center

- The library purchased 3 new T-mobile hotspots to replace damaged and missing ones; The new units are upgrades; new hotspots are up and running
- The summer newsletter went out to all HT residents and businesses the first week in June; the library has experienced increased interest and signups for programs as a result
- The Summer Reading Kick-off is scheduled for 22 June from 12-2pm; Tony Forlini is once again manning the grill and providing hotdogs and buns for the event
- Part-time adult librarian is on maternity leave

Minute submitted by Diane Nelson, Secretary

*- denotes voting item