

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 18 November 2024 6:30 pm
In the Harrison Township Board Room

1. **Meeting called to order** – Blake Hurley at 6:34 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, Karla Warren, and Dawn Barath
3. **Public Comment**- None
4. **Approval of the Agenda** –
 - A. * Motion made to approve the amended agenda to include future library board positions (11.C.) and budget adjustments (7.C.) for 18 November 2024. Motion carried.
5. **Approval of the Minutes of 21 October 2024** -
 - A. *Motion made to approve the minutes of 21 October 2024. Motion carried.
6. **Friends Report** –
 - A. The Friends of the Library has elected new members to their board.

President - Sylvia Arakelian
Vice President - Laura Johnson
Secretary - Margaret Tiesler
Treasurer - Linda Silvonon
Member at-large - Dianne Marvaso
Member at-large - Tida Tate (Book Nook Coordinator)
Member at-large - Beverly Ortman
 - B. Cookie Walk – Saturday, 7 December 2024 from 12:00-3:00 – Contact Dianne Marvaso for volunteer opportunities and cookie donations. Lori from Lori's Lick 'em Up is helping with advertising this event.
 - C. BOGO Sale for Used Books begins 2 December 2024.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 31 October 2024. Expenses are in line with the anticipated budget spending at this time of year.
 - B. *Review of Expense Report. Reviewed Expense Report for October 2024/November 2024, with expenditures totaling \$31,417.14. Motion made and seconded to approve October 2024/November 2024. Expense Report in the amount of \$31,417.14. Motion carried. Large budget items include OverDrive annual fees and website

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administration annual dues. IT services annual fee will be included in next month's expense report.

- C. *2024 Budget Analysis and Adjustments - The board discussed certain accounts that need to be increased due to a shortfall during the year. Motion was made to deduct \$7,511.00 from 271-000.000.956.000 (Contingency Account) and move to the following accounts to reflect the revised budget needs. Motion carried.

Account Number	Fund Description	Increase Amount
271-000.000.714.000	Twp Annual HSA Contribution	\$2,600.00
271-000.000.740.005	Program Expenses	\$4,300.00
271-000.000.804.000	Audit Fees	\$ 111.00
271-000.000.860.000	Mileage	\$ 100.00
271-000.000.921.000	Utilities – Electric	\$ 100.00
271-000.000.956.005	Bank Services Charges	\$ 300.00

8. Committee Reports -

- A. *Bylaws & Policy Update Committee* – Did not meet
- B. *Future Planning Committee* –
 - 1. President Hurley updated the incoming Library Board as well as the current library board of the most recent plans for the HTPL renovations for the current Harrison Township Board Meeting room as well as the plans for the Harrison Township Public Library. Phase I will include two new study rooms, painting, and carpeting in the boardroom as well as camera and lighting updates. These updates should begin mid-December 2024. A letter has been drafted to share with the Harrison Township Board of Trustees as to the upcoming construction project.
 - 2. *Motion made to allow the library board to change the scope for the renovation project of the Harrison Township Boardroom. Motion carried.
 - 3. *Motion made to allow the library treasurer or Director Goins the ability to move funds from Michigan Class to the savings account for the renovation project as needed. Motion carried.
- C. *Finance Committee* –
 - 1. Michigan Class and Huntington investments were reviewed. Treasurer Wolf shared the investment reports with the incoming library board members. Currently, there are no investments that require reinvesting.

9. Director's Report –

- A. October 2024 usage and statistics, and patron tracking were shared.
- B. Library Happenings – See Appendix

10. Unfinished Business – None

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11. New Business -

- A. *Motion made to accept the changes to the proposed holiday schedule to add 5 July 2025 as a holiday for the library. Motion carried.
- B. *Motion made to dispose of library equipment including chairs as Director Goins sees fit. Motion carried.
- C. Harrison Township Public Library Board positions: Board positions were reviewed by President Hurley and there was board discussion on the roles and responsibilities of each position. The new Harrison Township Library Board beginning 20 November 2024 are:

President – Blake Hurley
Vice President – Karla Warren
Treasurer – Dawn Barath
Secretary – Diane Nelson
Trustee – Erin Hessling
Trustee – Linda Pillow

12. Board Comment –

- A. Dianne Marvaso thanked the Harrison Township library board, Director Goins, the Friends of the Library, the Harrison Township board and the community for the positive environment that has been cultivated at HTPL.

13. Adjournment

- A. The meeting was adjourned at 8:17 pm.

Next Meeting –

- A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 16 December 2024 at 6:30 pm** in the Harrison Township Administration Conference Room.

APPENDIX

Director's Report and Library Happenings

Usage statistics for October

- October experienced an increase in Internet usage both on library computers and wi-fi.
- NewsBank had more visitors with over 300 more uses in October than September.
- The library conducted a total of 39 programs in October for 695 attendees.
- Free Covid-19 home test kits from MDHHS are currently on hold; over 2700 already distributed; MDHHS hopes to have more kits available to libraries in December.

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- The library closed early for a staff meeting on October 29th at 5:30 p.m. The staff underwent training with the Macomb County Sheriff's Office.
- The library is partnering with Harrison Township Parks and Rec for the Annual Tree Lighting again this year. A real live reindeer will be joining us! The event takes place on November 21 from 6-7:30 p.m. Light up the Night!
- Dinovember is here! The library is once again hosting activities and programs on dinosaurs all month long in November.
- The Community Relations Manager has resigned, and the library has posted the position.
- The library has purchased some new technology including a tablet for the newspaper nook. The tablet will offer digital newspapers and magazines and is for in-house use.
- The library is gearing up for a complete inventory in December.
- The library is moving to a new newsletter schedule. We will have 3 newsletters per year, all mailed directly to HT homes.

Minutes submitted by Diane Nelson, Secretary

* - denotes voting item