

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 16 December 2024 6:30 pm
In the Harrison Administration Conference Room

1. **Meeting called to order** – Blake Hurley at 6:31 pm.
2. **Trustees Present** –Blake Hurley, Karla Warren, Diane Nelson, Dawn Barath, Linda Pillow and Erin Hessling
Also, in attendance- Melissa Goins, Director; Beverley Ortman, Dianne Marvaso and Laura Johnson; Friends of the Library
3. **Public Comment**- Dianne Marvaso thanked the library board for their service to the Harrison Township Public Library.
4. **Approval of the Agenda** –
 - A. * Motion made to approve the amended agenda to include an updated budget (8.B.2.) for 16 December 2024. Motion carried.
5. **Approval of the Minutes of 18 November 2024** -
 - A. *Motion made to approve the minutes with the corrected spelling of Beverley Ortman's first name and to include the Meeting Minutes header of 18 November 2024. Motion carried.
6. **Friends Report** –
 - A. The Annual Cookie Walk was very successful. The Cookie Walk surpassed last year's total. This year credit cards were introduced. There were 33 bakers and all cookies were gone by 2:00 pm. The Friends will be discussing how to improve the Cookie Walk for 2025.
 - B. The Ukulele Group headed by Susan Goeddke performed on 15 December 2024. Donations were accepted to benefit the Friends of the Library.
 - C. St. Hubert's Fish Fry is approaching. Diane Nelson will secure the date with the Knights of Columbus. The potential date is 7 February 2025.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 30 November 2024. Expenses are in line with the anticipated budget spending at this time of year.
 - B. *Review of Expense Report - Reviewed Expense Report for November 2024/December 2024, with expenditures totaling \$18,861.58. Motion made to include Overdrive bill for electronic materials totaling \$2,031.75 to the November 2024/December 2024 expense report and approve the updated total of \$20,893.33. Motion carried. Large budget items include annual IT Services – 2025 and Suburban Library Coop – Freegal annual fee and Overdrive.

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 16 December 2024 6:30 pm
In the Harrison Administration Conference Room

- 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* – Did not meet
- B. *Future Planning Committee* –
1. Director Goins updated the library board. Construction begins on 17 December 2024. An updated budget was included in the library board packet and is currently under budget. Director Goins has secured the electrician and an audio-visual technician. Some items may be delayed due to circumstances beyond the library's control. The audio-visual equipment will be tested prior to the Harrison Township Board meeting on 13 January 2025.
 2. *Motion made to allow the Director Goins or a HTPL planning committee member the ability to move funds from Michigan Class to the savings account to pay bills for any overages of the budgeted amount of \$130,000.00. This pertains to the renovation project and committee members will be contacted through email. Motion carried.
- C. *Finance Committee* –
1. Michigan Class and Huntington investments were reviewed. Treasurer Barath shared the investment reports. A Huntington investment will be reinvested on 19 December 2024.

9. Director's Report –

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

10. Unfinished Business – None

11. New Business –

- A. *Motion made to approve the contract between Christopher Hearn and the Harrison Township Public Library for IT services for 2025. Motion carried.
- B. Director Goins reviewed short and long-term goals from 2024. Board members suggested goals for 2025.
- C. New members were added to existing committees:
Future Planning Committee – Erin Hessling
Library Bill Review – Linda Pillow

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 16 December 2024 6:30 pm
In the Harrison Administration Conference Room

12. Board Comment –

- A. New board members will be updated of the new construction plans for the Harrison Township Public Library and the Harrison Township offices.

13. Adjournment

- A. The meeting adjourned at 7:41 pm.

Next Meeting –

- A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 20 January 2025 at 6:30 pm** in the Harrison Township Board Room.

APPENDIX

Director's Report and Library Happenings

Usage statistics for November

- Visitors to the library were high for November, likely on account of the Tree Lighting event with Parks and Rec
- The library's social media presence continues to grow with 3,810 total followers on our various platforms
- Free Covid-19 home test kits from MDHHS are back in stock; over 2700 already distributed since we began as a distribution site
- MI Bills 4928, 4929, and 4830 have been signed by the governor; the school bus camera laws will decrease funding to libraries and we will see the impact next year; other similar laws may be coming
- The library partnered with Harrison Township Parks and Rec for the Annual Tree Lighting. The event was a huge hit!
- The library is now accepting credit cards!
- The hiring committee has been conducting interviews for the Community Relations Manager position; 5 great candidates are slated for interviews
- The library is currently conducting inventory
- The library is moving to a new newsletter schedule. We will have 3 newsletters per year, all mailed directly to HT homes; the first is expected the first week in January 2025
- The library will begin developing plans in partnership with the township to preserve the history of Harrison Township
- The renovation project for the boardroom is scheduled to begin on December 17

Minutes submitted by Diane Nelson, Secretary

* - denotes voting item