

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 17 March 2025 6:30 pm
In the Harrison Township Board 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; Laura Johnson; Friends of the Library; and Brittany Ploep
3. **Public Comment**- None
4. **Approval of the Agenda** –
 - A. * Motion made and seconded to approve the modified agenda for 17 March 2025. Motion carried.
5. **Approval of the Minutes of 17 February 2025** -
 - A. *Motion made and seconded to approve the minutes of 17 February 2025. Motion carried.
6. **Friends Report** –
 - A. The St. Hubert's Knights of Columbus Fish Fry was a success and the best thus far.
 - B. Members of the Friends of the Library will be attending Advancing Macomb sessions that focus on growing non-profits. The first session is 19 March 2025.
 - C. BOGO Book Sale continues throughout the end of this month.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 28 February 2025. Expenses are in line with the anticipated budget spending at this time of year.
 - B. *Review of Expense Report - Reviewed Expense Report for February 2025/March 2025 with expenditures totaling \$133,225.70. Motion made and seconded to approve expenditures totaling \$133,225.70. Motion carried.
 - C. *Motion made and seconded to approve moving \$200,000.00 from Michigan Class (271-000.000-003.003) to Central Savings Account (271-000.000.002-00). Motion carried.
8. **Committee Reports** -
 - A. *Bylaws & Policy Update Committee* –
 1. *Motion made and seconded to approve **Health, Dental, and Vision Insurance Policy–BEN-01** with a minor revision. Motion carried.

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2. *Motion made and seconded to approve **Personal Time Off and Sick Time Policy-BEN-04** with a minor revision. Motion carried.
- B. *Future Planning Committee* –
 1. *Seth Penchansky from Daniels and Zermack Architects attended the meeting and updated the library board of the joint facility proposal with Harrison Township. Seth reviewed the upcoming construction phases for the Harrison Township offices and the library. Phases 2 and 3 are currently at a conceptual level. Discussion included parking; parking lot accessibility; meeting room availability; restroom locations; exterior building aesthetics; as well as the expansion construction budget. Architectural and Engineering fees were presented. The Harrison Township attorney has reviewed the proposal. Motion made and seconded to approve the amount of \$113,333.00 plus cost estimation up to \$5000.00, not to exceed \$118,333.00 and allowing Director Goins to sign for the Harrison Township library contingent upon approval by the Harrison Township Board of Trustees. Motion seconded.
- C. *Finance Committee* –
 1. Michigan Class and Huntington investments were reviewed. Treasurer Barath shared the investment reports.
- D. *Library Director Evaluation and Compensation Committee*-The committee did not meet but will have a report prepared for 21 April 2025.

9. Director's Report –

- A. February 2025 usage and statistics, and patron tracking were shared.
- B. Library Happenings – See Appendix
- C. 2024 Library Usage Year in Review – Director Goins provided statistics and data analysis for 2024. There have been many additions to meet the needs of the community including puppets, VOX books, the Macomb Daily (NewsBank digital newspaper database), early literacy kits, two new study rooms and additional programming just to name a few. The library continues to make great strides that are reflected in the data, not to mention the positive reviews from many patrons.

10. Unfinished Business – None

11. New Business –

- A. Board Member Replacement – Board Member Erin Hessling will be stepping down from her Harrison Township Library Board trustee position. She provided her letter of resignation to the board.
- B.

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12. Board Comment –

A. Trustee Talk – none

13. Adjournment-

A. The meeting adjourned at 9:02 pm.

Next Meeting –

A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 21 April 2025 at 6:30 pm** in the Harrison Township Board Room.

APPENDIX

Director's Report and Library Happenings

Usage statistics for February

- Physical checkouts were down slightly from January, but digital checkouts were up with an overall circulation increase of about 300 circulations.
- NewsBank Digital Newspapers database continues to be a well-used resource with 778 uses in February.
- Free Covid-19 home test kits from MDHHS are back in stock; nearly 3000 already distributed since we began as a distribution site.
- The new firewall and filtering software was installed; the library has experienced a significant increase in Internet speeds as a result.
- Maya Kasprzak wrote an article on the Gardening 101 segments at HTPL and posted online at Patch.com and the library news feed.
- The audio work for the renovation project are complete; projector, cameras, and mics are up and rolling.
- The library has experienced some glitches with access to Consumer Reports that we are still working to resolve with the vendor and system administrators.
- The new LED lights for upstairs have arrived and will be installed soon.
- Shred Day is scheduled for Saturday, May 17 from 11am-1pm.
- Electronics Recycling Day is scheduled for Saturday, July 26 from 10am-12pm.
- Summer Reading Kick-off is scheduled for Saturday, June 21 st from 12-2pm; The theme this year is Color Our World and we're having a foam party!
- Macomb County Clerk, Tony Forlini has confirmed that he will once again attend the Summer Reading Kick-off and grill hotdogs for the event.
- Blind Date with a Book was a success with over 22 people completing the "Rate Your Date" form and registering for the prize drawing.
- The Earned Sick Time Act took effect on February 21st; the library's current PTO and sick time policies fall within the guidelines of the law with minor revisions.
- The Friends of Harrison Township Library group applied and received a grant to attend a Non-profit Accelerator Workshop from Advancing Macomb; the workshop grant includes a \$1000 award to the organization.

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- We are closely watching the situation with the federal budget. The Institute of Museum and Library Services (IMLS) is a federal agency that provides funding through the Museum and Library Services Act of 2018 (LSTA) to the states. The Library of Michigan uses these resources to benefit school, public, and academic libraries, as well as library users and all Michigan residents directly. The premier programs funded by LSTA resources are the Michigan eLibrary (MeL) and MeLCat, the statewide reciprocal borrowing system that allows HTPL to borrow materials from over 300 libraries statewide. In 2024, HTPL borrowed 2,675 items from other libraries for our members and loaned out 3,042 items to other libraries in need through MeLCat. That's a total of 5,717 items for our little library. The statewide impact could be significant. UPDATE: On Friday, March 14, 2025, President Trump signed an Executive Order to dismantle the Institute of Museum and Library Services.
- The library is participating with Gleaner's Food for Thought canned food drive March 24-April 11.

Minutes submitted by: Diane Nelson, Secretary

* - denotes voting item