

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday, 22 April 2025 6:30 pm
In the Harrison Township Board Room

1. **Meeting called to order** – Blake Hurley at 6:30 pm.
2. **Trustees Present** – Blake Hurley, Karla Warren, Diane Nelson, Dawn Barath, and Linda Pillow
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 22 April 2025. Motion carried.
5. **Approval of the Minutes of 17 March 2025** –
 - A. *Motion made and seconded to approve the minutes of 17 March 2025. Motion carried.
6. **Friends Report** –
 - A. Members of the Friends of the Library will be attending Advancing Macomb sessions that focus on growing non-profits.
 - B. The Friends will be creating baskets for Teacher Appreciation Week for the L'Anse Creuse Teachers.
 - C. The Friends had a Meet and Greet at Jefferson Street Pub on 16 April 2025.
 - D. There is a fundraiser planned at Ike's Restaurant at 38550 Van Dyke in Sterling Heights. The Friends receive a percentage of the order total for dine-in or carry-out.
 - E. Shred Day is Saturday, 17 May 2025 from 11:00 – 1:00.
 - F. The next Friends of the Harrison Township Public Library meeting is Wednesday 30 April 2025 at 6:30 pm.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 31 March 2025. Expenses are in line with the anticipated budget spending at this time of year.
 - B. *Review of Expense Report - Reviewed Expense Report for March 2025/April 2025 with expenditures totaling \$32,027.62. Motion made and seconded to approve expenditures totaling \$32,027.62. Motion carried.
8. **Committee Reports** –
 - A. *Bylaws & Policy Update Committee* – Did Not Meet
 - B. *Future Planning Committee* –

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1. Seth Penchansky from Daniels and Zermack, Director Melissa Goins and Supervisor Ken Verkest to meet and take the next steps in the schematic design of Harrison Township/Harrison Township Public Library joint facility. Library Board Committee Members are: Dawn Barath, Diane Nelson and Blake Hurley.
- C. *Finance Committee* –
 1. Michigan Class and Huntington investments were reviewed. Treasurer Barath shared the investment reports. A Huntington investment will be reinvested 24 April 2025.
- D. *Library Director Evaluation and Compensation Committee*-
 1. 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 3% wage increase for the Library Director totaling \$2,250.00 effective as of the next pay period 1 May 2025. Motion carried.
- E. *Board Member Replacement Committee* –
 1. A committee was formed consisting of Karla Warren, Diane Nelson and Linda Pillow. Director Goins will post the board member opening to the Harrison Township Public Library with interviews for the position in two to three weeks.

9. Director's Report –

- A. March 2025 usage and statistics, and patron tracking were shared.
- B. Library Happenings – See Appendix
- C. Mission and Vision Statement – The library's mission and vision statements need updating. Dawn Barath, Linda Pillow and Melissa Goins will be the committee members. The committee will also ask Laura Johnson if she would like to be a community member for this committee.
- D. Strategic Plan – Tabled until completion of Mission Statement and Vision Statement
- E. 2024 Monthly Statistics were reviewed to include percentage comparisons. Graphs were also included.

10. Unfinished Business – None

11. New Business – None

12. Board Comment –

- A. Trustee Talk – none

13. Adjournment-

- A. The meeting adjourned at 8:11 pm.

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Next Meeting –

- A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 19 May 2025 at 6:30 pm** in the Harrison Township Board Room.

APPENDIX

Director's Report and Library Happenings

Usage statistics for March

- The library experienced a significant increase in digital usage during March. The egg incubation program was live streamed on YouTube increasing usage time on the platform from 1200 minutes in February to 5700 minutes viewed in March.
- Overall digital and physical checkouts increased in March by 5,200 uses from February, which is a big jump.
- Free Covid-19 home test kits from MDHHS are back in stock; nearly 3000 already distributed since we began as a distribution site.
- The Township Board has approved of the proposal from Daniels and Zermack. We're ready to move into the next phase of construction planning. Seth will begin work on schematic design followed by design development.
- The library has purchased event management and room reservation software to manage reservations for both services. Event management software will go live on May 1st and will provide our patrons an easy way to manage their program registrations, waitlist reservations, and receive event reminders.
- The Friends are once again sponsoring Teacher Appreciation baskets for the library to distribute to local teachers during Teacher Appreciation Week May 5-9. Thank you, Friends!
- The library sent 3 representatives and the Friends sent 2 representatives to the SLC Spring Trustee Program on April 3.
- The library sent two youth program employees to Spring Institute in Frankenmuth for the annual youth conference.
- The library recently upgraded our MailChimp subscription since our account now has more than 2,000 emails to manage! The milestone moved us into a new pricing tier.
- Harrison Township is being honored by Friendship Clubhouse at an Employment

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Celebration in Lansing; Ken Verkest is attending on behalf of all departments that have enjoyed having Ivory Shade participate in Transitional Employment with the township.

- The library purchased 4 new hotspots. The hotspots replace 2 hotspots that were checked out and never returned. The library will have 12 hotspots in circulation total once the new hotspots are added.
- The summer newsletter has been sent to the printer and is expected to hit mailboxes the week of April 28th. The newsletter covers May through August.
- The library received the first of two state aid payments. HTPL received \$6519.62. The final payment will be similar and is anticipated over the summer.
- Renovation work to the step into the boardroom is now complete. Signage coming soon. The last steps are the furniture and addressing the time capsule.
- 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 used MeLCat services almost 6,000 times. 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 participated with Gleaner's Food for Thought canned food drive March 24-April 11 and collected two bins of food donations.

Minutes submitted by: Diane Nelson, Secretary

* - denotes voting item