

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday 15 September 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, Linda Pillow, Laura Johnson, Karla Warren Diane Nelson, and Dawn Barath
Also, in attendance- Melissa Goins, Director; and Dianne Marvaso, Friends of the Library
3. **Public Comment**- None
4. **Approval of the Agenda** –
 - A. * Motion made and seconded to approve the addition to 11.A. (Create a PR Committee) and time change (5:30 to 6:30) to the agenda for 15 September 2025. Motion carried.
5. **Approval of the Minutes of 18 August 2025** -
 - A. *Motion made and seconded to approve the minutes for 18 August 2025 minutes. Motion carried.
6. **Friends Report** –
 - A. The Friends of the Library have a new board member – Meagan Kelly.
 - B. The Friends will no longer be collecting membership dues.
 - C. A new website has been created for the Friends of the Library and will be released soon.
 - D. Fundraisers at Texas Roadhouse and Lori's Lick 'em up were successful. Lori's Lick 'em up has suggested having two fundraisers in 2026.
 - E. Concession totals from Miller Park concerts were also shared.
 - F. Eight Back to School baskets were assembled and distributed to the L'Anse Creuse schools in Harrison Township.
 - G. There is a Meet and Greet at Octopus' Beer Garden on 17 September 2025 at 6:00 pm.
 - H. There is a nature walk at St. Clair Metro Park which will be led by a guide from the nature center. The date is 25 October 2025 from 12:00 – 1:30 pm and the cost is \$4.00 not including admission to St. Clair Metro Park.
 - I. The next Dine to Donate is 5 November 2025 from 4:00 – 8:00 at Cloverleaf Bar and Grill in Eastpointe.
 - J. October is Friends of the Library month. There will be a table at the next HTPL Trivia night at Total Sports. The date is 18 October 2025 at 6:30 pm.

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7. Treasurer's Report –

- A. Review of Financial Statement for the period ending 30 August 2025. Expenses are in line with the anticipated budget spending at this time of year.
- B. *Review of Expense Report - Reviewed Expense Report for August 2025/September 2025 with expenditures totaling \$63,931.22. Motion made and seconded to approve expenditures totaling \$63,931.22. Motion carried.
- C. *Motion made and seconded to approve moving \$80,000.00 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*
 - 1. *Motion made and seconded to approve **Study and Conference Room Use Policy GSV-04**. Motion carried.
- B. *Future Planning Committee –*
 - 1. Director Melissa Goins reviewed the discussion from a meeting with Architect Seth Penchansky and Harrison Township Supervisor Ken Verkest. Cost savings and grant ideas were discussed.
- C. *Finance Committee –*
 - 1. Treasurer Barath shared the investment reports from Michigan Class and Huntington.

9. Director's Report –

- A. August 2025 usage and statistics, and patron tracking were shared.
- B. Library Happenings – See Appendix
- C. The 2024 Annual Report was shared with the Library Board. The informative and colorful 2024 Annual Report compared information with other Michigan Class IV libraries, detailing library revenues and expenditures, services population, service hours and facilities, operating revenue per capita, library resources check out, and programming attendance.

10. Unfinished Business – None

11. New Business

- A. *Motion made and seconded to form a PR committee to include library board members and community members. Motion carried. Library board members who will be serving on this committee currently include Blake Hurley, Laura Johnson, Linda Pillow and Dawn Barath.

12. Board Comment – None

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13. Adjournment-

- A. The meeting adjourned at 8:34 pm.

Next Meeting –

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

APPENDIX

Director's Report and Library Happenings

Library Happenings

Usage statistics for August

- Slight dip in usage since July, which is typical as the summer winds down.
- Passive programs like Spice of the Month Club and Take and make crafts have been a popular favorite with 416 participants last month.
- The free Covid-19 home test kits from MDHHS have been discontinued at libraries. MDHHS has cited funding cuts as the culprit. The library still has kits available and will continue to distribute them until the stock is gone.
- The library has Monarch habitats up and running and we've released over 60 butterflies so far with more cocoons at work.
- The library is hosting a Flu Shot Clinic on September 23 from 11am-1pm. Covid boosters will also be available.
- The Michigan Renaissance Festival has signed on to participate with the Michigan Activity Pass program (MAP) and is now offering discounted tickets through participating MAP libraries. Discount details and QR code are available in the library.
- The Suburban Library Cooperative has rolled out a passport program, inviting members of SLC libraries to visit other SLC libraries, get stamps, and earn prizes after visiting 8 and 21 libraries. The program runs through the end of the year.
- The next newsletter has been distributed and we've received very positive feedback on the issue.
- The Suburban Library Cooperative hosted a customer service workshop on September 10 with Zingerman's Deli attended by 5 of the front desk employees.
- Three librarians attended the Makerspace conference at the Rochester Hills Public Library on September 12.
- The library will host an information table and highlight resources for our local seniors at the Senior Expo scheduled for September 16th at the HT Senior Center.
- Director, Melissa Goins, is attending the Community Engagement Summit from Advancing Macomb on Thursday, September 18.
- The library is adding a grant database to its public offerings. GrantWatch should be live by October 1st. Our subscription allows for 3 concurrent users at a time.

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- The library and HT Parks and Rec are working with Chewy.com for a Sparkle Spectacular Tree Lighting event. All outdoor lighting will be paid for by Chewy as a Christmas wish for HT resident duck "Fern."
- The library toilets overflowed on Saturday, September 6. Township Supervisor, Ken Verkest arrived along with library employee, Don Hipp, and drafted volunteer Jeff Goins. The clog was too deep and despite their efforts, a plumber came first thing Monday morning to resolve the problem. The overflow carried over into the adjacent storage closet. While our losses were minimal the carpet got wet during the overflow. Carpet cleaning of the entire library took place on Sunday, September 14. The efforts of all should be commended!

Submitted by: Diane Nelson, Secretary

*-denotes voting item