

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday 20 October 2025 6:30 pm
In the Harrison Township Board Room

1. **Meeting called to order** – Blake Hurley at 6:28 pm.
2. **Trustees Present** –Blake Hurley, Linda Pillow, Laura Johnson, Karla Warren, Diane Nelson, and Dawn Barath
Also, in attendance- Melissa Goins, Director
3. **Public Comment**- None
4. **Approval of the Agenda** –
 - A. * Motion made and seconded to approve the agenda. Motion carried.
5. **Approval of the Minutes of 15 September 2025** -
 - A. *Motion made and seconded to approve the minutes for 15 September 2025 minutes. Motion carried.
6. **Friends Report** –
 - A. The Friends of the Library website is up and running and will soon be linked to the HTPL website.
 - B. 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.
 - C. The next Dine to Donate is 5 November 2025 from 4:00 – 8:00 at Cloverleaf Bar and Grill in Eastpointe. 20% of the proceeds will be donated to the Friends of the Library. This is a dine-in and/or carry-out event.
 - D. The annual Cookie Walk is on 6 December 2025.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 30 September 2025. Expenses are in line with the anticipated budget spending at this time of year. Savings total is believed to be incorrect due to a timing issue. This will be verified with the Harrison Township finance director.
 - B. *Review of Expense Report - Reviewed Expense Report for September 2025/October 2025 with expenditures totaling \$13,899.06. Motion made and seconded to approve expenditures totaling \$13,899.06. Motion carried.
 - C. *2025 Budget Analysis and Adjustments - The board discussed certain accounts that need to be increased due to shortfalls during the year. Motion made to approve the budget adjustments as written. Motion carried.

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8. Committee Reports -

- A. *Bylaws & Policy Update Committee*
 - 1. *Motion made and seconded to approve **Employee Conduct Policy – WORK-01**. Motion carried.
- B. *Future Planning Committee –*
 - 1. Director Melissa Goins provided an update of the continued planning for the joint facility project.
- C. *Finance Committee –*
 - 1. Treasurer Barath shared the investment reports from Michigan Class and Huntington. Huntington investments that are coming due 15 November 2025 will be reinvested.

9. Director's Report –

- A. September 2025 usage and statistics, and patron tracking were shared.
- B. Library Happenings – See Appendix
- C. *Motion made and seconded to approve \$2,500.00 from the contingency account for office chairs. Motion carried.

10. Unfinished Business – None

11. New Business

- A. The 2025-2027 Marketing Plan was shared.

12. Board Comment – None

13. Adjournment-

- A. The meeting adjourned at 7:32 pm.

Next Meeting –

- A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 17 November 2025 at 6:30 pm** in the Harrison Township Board Room.

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APPENDIX

Director's Report and Library Happenings

Library Happenings

• Usage statistics for September

- September has historically been the 3rd slowest month of the year.
- Large spike in Scholastic BookFlix usage is likely due to promotion at the schools in Back-to-School teacher baskets.
- The free Covid-19 home test kits from MDHHS have been discontinued at libraries, and the library no longer has them to distribute.
- The library hosted a Flu Shot Clinic on September 23rd from 11am-1pm, which was a success.
- The GrantWatch grant database has launched and is now available for public use in the library.
- Staff in-service took place on September 25th. A representative from MeLCat came and demonstrated the many databases available through MeL.
- The library and the Friends of HTPL are teaming up for an Open House exclusively for our HT businesses on November 14 at 9:30am. It will be a great time to connect with our community and help our community connect with each other.
- The library will host a trunk at the upcoming Hallowpalooza event sponsored by the Harrison Township Parks and Rec Committee.
- The library has plans to participate in Trunk or Treats at 4 local schools in addition to Hallowpalooza.
- The library's largest book vendor Baker & Taylor has announced they are going out of business. The librarians have been exploring other options to fill our needs.
- The library was recently featured in a C&G News article, which highlighted our upcoming renovation plans.
- Melissa and Blake attended the State of the Township Address on behalf of the Library.
- The chairs for the public computers are in poor condition. New chairs are needed for public computers and librarians.
- The library hosted a well-loved Happy Hour on Friday, October 17th with over 100 people in attendance.
- The Librarians will be at the MLA conference in Lansing, Michigan from October 28th – 31st.

Submitted by: Diane Nelson, Secretary

*denotes voting item