

MEETING MINUTES  
Harrison Township Public Library Board of Trustees  
Monday 17 November 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; Dianne Marvaso, Friends of the Library
- 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 20 October 2025** –
  - A. \*Motion made and seconded to approve the minutes for 20 October 2025 minutes. Motion carried.
- 6. Friends Report** –
  - A. The Dine to Donate at Cloverleaf was Wednesday 5 November 2025 was a success as 20% of the proceeds were donated to the Friends of the Library.
  - B. The general meeting of the Friends of the Library was 29 October 2025 and was well attended and new members joined the Friends.
  - C. The Friends of the Library have created a brochure which highlights the Friends' purpose the ways to join.
  - D. The annual Cookie Walk is on 6 December 2025 from 12:00 – 3:00.
  - E. Friends of the Library assisted with the Open House that the library hosted Friday 14 November 2025 and it was very well received by local businesses.
  - F. The Friends of the Library have a new website (<https://friendshtpl.org>) which also links to their Facebook page.
  - G. The Ukulele Strummers will be performing at the library on Saturday 13 December 2025 at 1:00 pm.
- 7. Treasurer's Report** –
  - A. Review of Financial Statement for the period ending 31 October 2025. Expenses are in line with the anticipated budget spending at this time of year.
  - B. \*Review of Expense Report - Reviewed Expense Report for October 2025/November 2025 with expenditures totaling \$16,524.53. Motion made and seconded to approve expenditures totaling \$16,524.53. Motion carried.

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C. \*Motion made and seconded to approve moving \$150,000.00 from Michigan Class (271-000.000-003.003) to Savings Account (271-000.000.002-000). Motion carried.

**8. Committee Reports -**

A. *Future Planning Committee* –  
1. Director Melissa Goins provided an update of the joint facility project. Revisions continued to be made so that the plan can be presented to the Harrison Township Board.

B. *Finance Committee* –  
1. Treasurer Barath shared the investment reports from Michigan Class and Huntington.

**9. Director's Report –**

A. October 2025 usage and statistics, and patron tracking were shared.  
B. Library Happenings – See Appendix

**10. Unfinished Business – None**

**11. New Business**

A. \*Motion made and seconded to accept the changes to the 2026 holiday schedule to add 26 December 2026 as a holiday for the library. Motion carried.

**12. Board Comment**

A. There was discussion regarding future book purchases due to the fact that Baker & Taylor is no longer in business and there are limited book vendors.

**13. Adjournment-**

A. The meeting adjourned at 7:34 pm.

**Next Meeting –**

A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 15 December 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 October**

- October is a busy month for outreach due to trunk or treats at local schools.
- Not much of note in the statistics for the month.
- The director and the 3 full-time librarians attended the Annual Michigan Library Association Conference in Lansing. We learned a lot and plan to use that knowledge to enhance HTPL.
- The library and the Friends of HTPL teamed up for an Open House exclusively for our HT businesses on November 14 at 9:30am. The event was a great success, and we plan to host another one in 2026.
- The library participated in 4 local Trunk or Treats this year.
- 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 and our various book clubs were recently featured in an article published in the October issue of Harrison Township Living Magazine.
- The Tree Lighting is Thursday, December 4th from 6-8pm.

Submitted by: Diane Nelson, Secretary

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\*denotes voting item