

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday 15 December 2025 6:30 pm
In the Harrison Township Administration Conference Room

1. **Meeting called to order** – Blake Hurley at 6:39 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 17 November 2025** -
 - A. *Motion made and seconded to approve the minutes for 17 November 2025 minutes. Motion carried.
6. **Friends Report** –
 - A. The annual Cookie Walk was on 6 December 2025 and was a success. Hours may be adjusted for 2026 from 12:00 pm – 2:00 pm as residents attend the earlier part of the event.
 - B. Friends received a generous donation from a resident as well as the purchase of paver bricks for the paver brick patio.
 - C. Friends have received an unrestricted donation from DTE for \$2,500.00.
 - D. The Buy-One-Get-One Sale (BOGO) continues for the month of December. Fiction book donations are appreciated.
 - E. The Friends are hoping to establish another Dine-to-Donate in early 2026.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 30 November 2025. Expenses are in line with the anticipated budget spending at this time of year. An updated revenue and expenditure report was distributed dated 15 December 2025. Expenses included the invoice of the schematic and design plan for the joint facility project.
 - B. *Review of Expense Report - Reviewed Expense Report for November 2025/December 2025 with expenditures totaling \$72,499.86. Motion made and seconded to approve expenditures totaling \$72,499.86. Motion carried.
 - C. *Final budget review and revisions – The Board discussed certain accounts that need to be increased due to a shortfall during the year. Motion made and seconded to deduct \$41,260.59 from Contingency (271-000.000-962.000) to reflect the budget adjustments stated below. Motion carried.

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Account Number	Fund Description	Increase Amount
271-000.000-810.000	Outside Services	\$39,260.59
271-000.000-740.005	Programs	\$ 2,000.00

8. Committee Reports –

- A. *Did Not Meet*
- B. *Future Planning Committee* – Updated parking lot and building renderings were distributed and discussed. There was also discussion about how the library might incorporate a donor campaign for individuals/companies that want to donate monies in support of the Harrison Township Public Library.
- C. *Finance Committee* –
 - 1. Treasurer Barath shared the investment reports from Michigan Class and Huntington.

9. Director's Report –

- A. November 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 approve the contract between Christopher Hearn and the Harrison Township Public Library for IT services for 2026. Motion carried.
- B. *Motion made and seconded to approve the consulting agreement as presented. Motion carried.
- C. Director Goins reviewed short- and long-term goals for 2026.
- D. *The minimum wage increase was reviewed by Director Goins. Hourly wages for employees will be increased to align with the minimum wage increase (\$1.25 hourly). Motion made and seconded to deduct \$22,028.00 from Contingency (271-000.000-962.000) for funding of wages with \$10,905.00 going to Part-time Circulation salaries (271-000.000-707.000) and \$11,123.00 going to Para-professional salaries (271-000.000-705.000) effective 1 January 2026. Budget adjustments stated below. Motion carried.

Account Number	Fund Description	Increase Amount
271-000.000-707.000	Part-time Circulation salaries	\$10,905.00
271-000.000-705.000	Para-professionals	\$11,123.00

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*Motion made and seconded that at Director Goins' discretion to offer full-time appointment to the Community Relations Manager up to \$22,000.00 for overall cost, effective 1 January 2026. Funds to be deducted from Contingency (271-000.000-962.00) to Para-professionals (271-000.000-705.000). Motion carried.

12. Board Comment - None

13. Adjournment-

A. The meeting adjourned at 8:29 pm.

Next Meeting –

A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 19 January 2026 at 6:30 pm** in the Harrison Township Board Room.

APPENDIX

Director's Report and Library Happenings

Library Happenings

Usage statistics for November

- November is typically a slower month. Checkouts and increased over October on account of digital checkouts.
- Website visits also increased for the month.
- The library received a \$200 donation at the desk from a new member, who said she was happy to be here and enjoyed our library.
- Annual staff evaluations are underway. The staff at the library are a great team!
- The library has been experiencing intermittent website outages, but Tom has increased the server memory, which has relieved the issue. A new website is in the works for 2026.
- Bay County Library system is now live as a reciprocal lending library on OverDrive/Libby giving our patrons access to even more digital materials.
- The new LCPS student data has been added to our system for virtual library cards for all LCPS students.
- The Tree Lighting on Thursday, December 4th from 6-8 pm from a huge success with approximately 350 in attendance despite the very cold weather. The tree lighting was featured on local Fox2 News as well as the Today Show!
- The next newsletter has been sent to the printer and will hit mailboxes the week of January 5th.

Submitted by: Diane Nelson, Secretary

*denotes voting item