

MEETING MINUTES
Harrison Township Public Library Board of Trustees
Monday 19 January 2026 6:30 pm
In the Harrison Township Board Room

1. **Meeting called to order** – Blake Hurley at 6:29 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 15 December 2025** -
 - A. *Motion made and seconded to approve the minutes for 15 December 2025 minutes. Motion carried.
6. **Friends Report** –
 - A. The Friends of the Library meeting is Tuesday, 27 January 2026 at 5:30 pm. Following the meeting will be Games Night at 6:00 pm.
 - B. The next Meet and Greet will be at the Engine House in Mt. Clemens on 18 February 2026.
 - C. The St. Hubert Knights of the Columbus will be hosting the annual Fish Fry with the first fish fry on 20 February 2026 from 4:00-7:00. Bakers are needed to support the dessert sale for Friends of the Library. Look for information to help support this event.
 - D. The next Dine to Donate on 5 March 2026 from 11:00 am – 10:00 pm at Red Robin in Roseville. 20% of the proceeds support the library. Be sure to mention you are supporting HTPL.
7. **Treasurer's Report** –
 - A. Review of Financial Statement for the period ending 31 December 2025. Expenses are in line with the anticipated budget spending at this time of year.
 - B. *Review of Expense Report - Reviewed Expense Report for December 2025/January 2026 with expenditures totaling \$16,542.88 Motion made and seconded to approve expenditures totaling \$16,542.88. Motion carried.
 - C. *Motion made and seconded to deduct \$12,088.62 from Contingency (271-000.000-962.000) to reflect budget adjustments stated below. Motion carried.

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| Account Number | Fund Description | Increase Amount |
|---------------------|--------------------|-----------------|
| 271-000.000-704.271 | Librarian Salary | \$ 2,975.16 |
| 271-000.000-713.000 | Health Care Buyout | \$ 8,181.71 |
| 271-000.000-715.000 | FICA | \$ 358.24 |
| 271-000.000-717.000 | Life Insurance | \$ 18.15 |
| 271-000.000-718.003 | Employer Match | \$ 555.36 |

8. Committee Reports –

- A. *Bylaws & Policy Update Committee*
 - 1. *Motion made and seconded to approve Organizational Chart Review – ORG-01.2. Motion carried.
- B. *Future Planning Committee*
 - 1. Director Goins updated the HTPL board with the most recent updates for the joint facility project. Seth Penchansky from Daniels and Zermack will be presenting plans at the 16 February 2026 HTPL Board of Trustees meeting.
- C. *Finance Committee*
 - 1. Treasurer Barath shared the investment reports from Michigan Class and Huntington.
- D. *Library Director Evaluation and Compensation Committee*
 - 1. The committee will be meeting and creating a digital format for the director's evaluation. The committee members include Karla Warren, Dawn Barath and Linda Pillow.

9. Director's Report –

- A. December 2025 usage and statistics, and patron tracking were shared.
- B. Library Happenings – See Appendix
- C. State Aid Report – The Public Library Annual Report/State Aid Report was shared with the Harrison Township Library Board members.

10. Unfinished Business – None

11. New Business

- A. *Once all quotes have been received for laptop computer updates, Director Goins may choose the best quote to purchase these computers. Motion made and seconded to purchase 7 laptop computers not to exceed \$7,500.00 with specs already noted in quote confirmations. Motion carried.

12. Board Comment - None

13. Adjournment-

- A. The meeting adjourned at 8:07 pm.

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Next Meeting –

- A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 16 February at 6:30 pm** in the Harrison Township Board Room.

APPENDIX

Director's Report and Library Happenings

Library Happenings

Usage statistics for December

- December is typically one of the slowest months of the year. Physical and digital checkouts were down, but visitors in the library were up from November.
- Databases like Ancestry and NewsBank had good usage for the month.
- The library will close at 6 pm on Thursday, January 20th for a staff in-service.
- Annual staff evaluations are complete!
- Maya Kasprzak has accepted the full-time Community Relations Manager position as presented.
- The library is now offering board games in the Library of Things collection. Games are available to checkout for 3 weeks.
- The VITA tax program is back again this year. They will be here every Friday February 6th through April 10th. Appointments are placed directly through their office, and will be open soon.
- Trivia participation is changing slightly this year. All tickets must be purchased in advance at the library. The program has been increasingly popular and we need a way to limit attendance going forward. Tickets will no longer be available at the door and a set number of tickets will be available for purchase.
- The newsletter has been distributed to HT homes and covers January-April
- The State Aid Report for 2025-26 is complete and submitted to the Library of Michigan.

Submitted by: Diane Nelson, Secretary

*denotes voting item