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

1. **Meeting called to order** – Blake Hurley called the meeting to order at 6:34 pm.

2. **Trustees Present** – Blake Hurley, Laura Johnson, Diane Nelson, Dawn Barath, and Karla Warren. Linda Pillow, excused.
   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 for the 19 October 2026. Motion carried.

5. **Approval of the Minutes for 21 September 2026** -
   A. *Motion made and seconded to approve the minutes for 21 September 2026. Motion carried.

6. **Friends Report –**
   A. The next Dine to Donate at Texas Roadhouse in Roseville was a well-received event.
   B. BOGO for the month of September provided additional monies for the Friends of the Library.
   C. The Lori's Lick'em Up Fundraiser was a success and a check was received from the event sponsor.
   D. The next general meeting for the Friends of the Library is 21 October 2026 in the Harrison Township Board Room at 6:30 pm.
   E. The next Friends of the Library Games night is 18 November 2026 in the Harrison Township Board Room at 5:30 pm.
   F. The Grant Writing Committee is in the process of completing a grant from the DAR.
   G. The Friends of the Library Cookie Walk is 5 December 2026.

7. **Treasurer's Report –**
   A. Review of Financial Statement for the period ending 30 September 2026. Expenses are in line with the anticipated budget spending at this time of year.
   B. *Review of Expense Report - Reviewed Expense Report for September 2026/October 2026 with expenditures totaling $21,230.04 Motion made and seconded to approve expenditures totaling $21,230.04. Motion carried.
   C. *Motion made and seconded to transfer $150,000.00 from Michigan Class to Central Savings (271-000.000-002.000). Motion carried.

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8. **Committee Reports –**
    A. *Future Planning Committee*
        1. Director Goins shared the most recent discussion and partial first floor plan-Rosso Hall & Addition from the most recent joint facilities meeting with Harrison Township and Daniels and Zermack.
        2. Proposals from Comprehensive Design Group, Inc. and Daniels & Zermack Architects for interior design services were provided. Both proposals were discussed at length.
        *Motion made and seconded to select Comprehensive Design Group Interior Design Services in the amount of $51,570.00 with the understanding of the graphic design costs being added, and a retainer fee of $5,500.00. Motion carried.
    B. *Finance Committee*
        1. Treasurer Barath shared the investment reports from Michigan Class and Huntington. A Huntington investment will be reinvested on 31October 2026 for up to twelve months to maximize the investment.

9. **Director's Report –**
    A. September 2026 usage and statistics, and patron tracking were shared.
    B. Library Happenings – See Appendix

10. **Unfinished Business** – None

11. **New Business** – None

12. **Board Comment** - None

13. **Adjournment-**
    A. The meeting adjourned at 7:51 pm.

Next Meeting –
A. The next monthly meeting of the Library Board of Trustees will be held on **Monday, 16 November at 6:30 pm** at the Harrison Township Board Room.

APPENDIX

Director's report and Library Happenings
Usage statistics for September

-September is typically our 3rd slowest month of the year.

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-Total circulations were down from August by about 800 items, which is normal.
-We have a total of 4,834 followers on our social media outlets, an increase of 431 from last September.
-The library is gearing up for a Business Brunch on Friday, November 13th. The brunch begins at 10:30 and is designed to give our local businesses an opportunity to connect with each other and learn. SEMCOG is presenting economic and labor trend data to help our businesses plan for the future. Invitations are being delivered over the next few weeks. Thank you to the Friends for their generous donation to help with the event!
-The library received Voter Guides from the League of Women Voters, which are now available at the front counter.
-CMPL is now live on OverDrive/Libby Reciprocal Lending pool.
-The library is hosting a Toy Drive for Macho Clause, a local charity that supports children in need during the holidays. The drive will take place Monday, November 9 through Friday, December 11. Both new and gently used toys are being accepted.
-Three HTPL staff attended the SLC In-service with several others watching on Zoom or recorded sessions. The conference featured training sessions on AI, de-escalation techniques, and cyber security.
- The library received a $1,000 donation from the Friends of HTPL to purchase equipment in support of the autistic community. The Friends received the money as a grant from the American Library Association. Thank you, Friends!
-Beginning October 1st, the Friends raised the prices in their used material sales for the first time since the sale began in 2009. The new cost is as follows:
-Adult Hardcovers - $2
-Adult Paperbacks - $1
-Children's Hardcovers - $1
-Children's Paperbacks – 50¢
-Audiobooks and CDs - $1
-DVDs - $2

Submitted by: Diane Nelson, Secretary

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*- denotes voting item