

**Library Board of Trustees Meeting**  
**Thursday, June 16, 2022 @ 7 p.m.**  
**19601 Harper Ave., Harper Woods, MI.**

1. Call to Order by Elizabeth Campion, Board President at 7:04 pm. Present: Vice President Eric Walton, Treasurer Mary Beth Kane, Trustees Veronica Salciccioli and Frank Sosnowski, and Director Kristen Valyi-Hax
2. Approval of Meeting Agenda: Motion to approve by Veronica Salciccioli and seconded by Frank Sosnowski. Motion carried.
3. Approval of Minutes from May 19, 2022. Motion to approve (with corrections) by Veronica Salciccioli and seconded by Frank Sosnowski. Motion carried.
4. Reports
  - A. Board President's report: Elizabeth has visited HWPL more to pick up books since her work library is opening on June 25.
  - B. Treasurer report: There is no treasurer report this month. The Finance Committee needs to schedule a meeting.
  - C. SLC report: Eric did not attend last SLC meeting due to his son's graduation.
  - D. Staff reports: The library is having problems with both elevator telephone and fax lines. The elevator phone is not working correctly according to OTIS technicians. The telecom company says there is no problem with the phone line. It is a similar situation with the fax machine – the telecom company says there is no problem with the line but the copier company says there is no problem with the machine. Kristen will continue to follow through.

On June 8, the library had all the (about 70) 1st graders from Beacon Elementary come over for a field trip. There were 3 groups and they were split into stations like summer reading, box books, and craft station. We are hoping for more of this to happen in the future.

5. Ongoing Business
  - A. Lower Level Update / Meeting with Ty Hinton, Economic and Community Development Director: Ty Hinton attended the meeting to discuss the bid creation process. He offered his help to Kristen for the process of bidding for the lower level. They presented a timeline of the bid process. Ty and Kristen will meet with city attorney on June 22.

The board must meet on June 23 or 24 to have a special meeting to approve the bid since they are hoping to post the bid on June 27. The board selected June 23 at 7pm. Kristen will notify the public and put a notice out. There are a lot of pages in the document. Kristen will print out and send it to us. We are starting to move forward

Ty also discussed the Eastland Project. Three large buildings are about to be built with 531,000 square feet. Many of the surrounding businesses such as Lowe's and Home Depot will still be there. The company building the project is financed and well known. There will be new Tim Horton's on Vernier in the same location as the old one. They will demolish building and rebuild. No sitting in. With 551 new workers coming in, this will bring more business.

- B. Courtesy Card for Students: Kristen has not followed up on that but will work on it this summer.
6. New Business:
- A. Transition to new library system: The transition to new library system has a very tight timeline. The Board President noted that the user interface is much more modern and user friendly. We are figuring out different kinds of codes, locations, and details behind the scenes. Training will come in July and August. Kristen will keep the board, the staff, and the public up to date on what is going on.
  - B. Trustee Manual Chapter 11 (Friends of the Library): This section is regarding Friends of the Library. It discusses the work Friends groups do to raise additional funds for the library. HWPL's Friends group meets once a year at the spring book sale. We need to brainstorm ways in which to get more people involved.
7. Call to Public: Cheryl Costantino attended to ask about the timeline for the library's lower level completion, which was discussed earlier in the meeting. She also asked if historical items had been saved. Elizabeth noted that will be saved that are specific to Harper Woods, as opposed to items that are just generally historical. The new Heritage Room will have space where research can be done. There will still be a space for historical artifacts.
8. Call to Board: Happy Father's Day to Frank and Eric, and Happy Anniversary to Frank and his wife.
9. Adjournment: Meeting was adjourned at 8:01 pm.