

**Highland Township Public Library
Electronic Board Meeting Minutes
Tuesday, August 4, 2020**

Members Present: C. Dombrowski, J. Gaglio , C. Hamill, J. Matthews, K. Polidori, and Director j. halloran

Members Absent: D. Mecklenborg,

Guest: None

The Highland Township Library Board meeting was called to order at 5:31 pm by K. Polidori.

Motion: C. Hamill moved and J. Gaglio. seconded to approve the agenda. Unanimous vote; motion carried.

FYI: Articles about library; Newsletter from community groups; Budget Report. Available electronically: Library Network and Oakland County Library Board minutes; Library Network newsletter; MLA Legislative update; LM4X (Library of Michigan's quarterly newsletter).

Motion: J. Matthews moved and C. Hamill seconded to approve the Board Meeting minutes of July 7, 2020. Roll call - unanimous vote; motion carried.

Bills: Total bills for July, 2020 are \$39,806.01. Total bills for August, 2020 are \$42,455.36 with the addition of Allegra Print & Imaging, Applied Imaging, Consumers Energy, Digital Document Store, DTE Energy, Gale, Health Alliance Plan, Midwest Tape, and Spinal Column, when received.

Motion: J. Gaglio moved and J. Matthews seconded to approve the July, 2020 and August, 2020 bills. Roll call - unanimous vote; motion carried.

Director's Report: Available for review.

Communications: D. Mecklenburg received an inquiry about availability of public computers. B. Dunseth shared an article regarding public reaction to the changes in library operations due to CoVid19.

UNFINISHED BUSINESS

Library Network Update: Target date for having a new TLN Director in place is October 1st. The library cancelled the Subscription Ordring/Invoicing service and will be managing subscriptions. PC availability is on a limited service. Librarians have been able to help some patrons with print jobs via e-mail. The IMLS REALM project released results from round two tests which indicate possible need for a 4-day quarantine of returned materials.

Building Maintenance: R.Diedrich anticipates starting the building stain project the week of August 10th or 17th. The Teen Room counter project is now complete. LDA re-painting/ re-carpeting is projected for a September installation; there may be periods where certain areas of the library are inaccessible. Patio furniture may take more thought due to social distancing and outdoor electrical outlets. Implementation of the telephone system, once the vendor is approved, would be within 60 days.

Strategic Planning: The Community Civility/Great Lakes Civility Project event took place on July 30 via ZOOM electronic meeting.

Pandemic Response: Department Heads have been meeting weekly to discuss progress in re-opening. Directors' meetings with the Library of Michigan staff have been ongoing. Currently looking into limited usage of public computers for 30-minute sessions.

2020 Budget: The Public Budget Hearing will precede the regular September 1 Board Meeting. CoVid19 will have an impact on the budget. There will be a continual shift in materials expenditures toward more e-resources.

NEW BUSINESS

Personnel: Considering sharing a maintenance person with the Township.

September Meetings: September 1 is the date for the Public Budget Hearing and approval of the 2021 budget. On the September meeting agenda will be a review of the Fines Policy. A special Board Meeting on September 15, 2020 will be held at 5:30pm, to discuss vendor selection for the phone system project.

Public Comment: None

Adjournment: J. Matthews moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:37 pm.

Respectfully Submitted,

Cindy Dombrowski