

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, August 1, 2023**

**Members Present:** C. Dombrowski, J. Gaglio, C. Hamill, J. Matthews, D. Mecklenborg, K. Polidori, and Director B. Dunseth

**Members Absent:** None

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:33 pm by D. Mecklenborg.

**Motion:** J. Matthews moved and K. Polidori seconded to approve the agenda. Unanimous vote; motion carried.

**Motion:** J. Matthews moved and K. Polidori seconded to approve the amended Board Meeting minutes of July 11, 2023. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for July, 2023 are \$43,571.81. Total bills for August, 2023 are \$40,776.04, with the addition of Absopure Water Company, Applied Innovation, Digital Document Store, when received.

**Motion:** J. Matthews moved and C. Hamill seconded to approve the July, 2023 and August, 2023 bills. Roll call - unanimous vote; motion carried.

**FYI:** Budget report available for review.

**Director's Report:** Available for review.

**Communications:** Shared article from MLIS “The Power of the Parent”, and article from publicnoticeweekly.com “Skateboarders strut their stuff at Highland Skate Park”.

## **UNFINISHED BUSINESS**

**The Library Network:** The Genesee District Library joined TLN. This is a class 6 library with 19 locations.

**Building Maintenance:** JMHR installed two doors; Steve’s Locksmith changed out the locks. Library Design has submitted a quote to ergonomically redesign the circulation desk and chairs for \$5,110. The braille pushbutton has been replaced in the elevator and now indicates the correct floor from which to exit the building. Replacement for intercom and keyless entry at the staff entrance would cost \$2,406 from Steve’s Locksmith.

**Motion:** K. Polidori moved and J. Gaglio seconded to accept the bid from Steve’s Locksmith as presented. Roll call -unanimous vote; motion carried.

**Strategic Planning :** This year’s report from Public Library Services for Strong Communities highlighted the need for help with literacy, educational achievement and digital equity, among other

things.

**Website Redesign:** L. Phillipson, J. Fenton and the Director researched website redesign proposals and recommended hiring WalkOne. WalkOne is a Michigan company that has great knowledge of library needs and challenges.

**Partnerships:** The Library continues to partner with Oakland County through their Impact 100 grant, to offer tutoring over the summer.

## **NEW BUSINESS**

**Budget:** The estimate for 2023 Tax Collection from the township has been received. Due to inflation, the Library will not see a reduction in the millage.

**Policy:** Discussed Meeting Room Policy.

**Personnel:** The pay scale needs to be adjusted to reflect current hiring trends. B. Dunseth received accolades upon completion of her Library Financial Management Certification. H. Shoup has accepted the position of full-time library clerk.

**September Meeting:** The September 5, 2023 Library Board meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** J. Matthews moved and K. Polidori seconded to adjourn. Meeting adjourned at 6:36 pm.

Respectfully Submitted,

*Cindy Dombrowski*