

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, June 6, 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 5:35 pm by D. Mecklenborg.

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

**Motion:** J. Matthews moved and K. Polidori seconded to approve the Board Meeting minutes of May 2, 2023. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for May, 2023 are \$54,397.25. Total bills for June, 2023 are \$37,810.30, with the addition of Applied Innovation, Digital Document Store, DTE Energy, JMHH Group, when received.

**Motion:** C. Hamill moved and K. Polidori seconded to approve the May, 2023 and June, 2023 bills. Roll call - unanimous vote; motion carried.

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

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

**Communications:** Information regarding MPI open House was received. A Thank You note was received from the HVS-ELS class.

## **UNFINISHED BUSINESS**

**The Library Network:** TLN Tech Group is considering a new technology service for iPad management. A webinar summarized the use of libraries from 2019-2023; the link can be found at: <http://vimeo.com/827426850>.

**Building Maintenance:** R. Griffin has received several quotes for the replacement of two metal doors. R. Griffin is treating the library entrance with a natural product, orange oil, for carpenter bees. For his Eagle Scout Project, Emmett Field from Boy Scout Troop 9914, built raised gardens, to promote the seed library; the gardens will be managed by the Highland Garden Club. All tests were passed for the annual Fire Sprinkler Inspection. Contract with Unifirst (cleaning and replacing small rugs) has been renewed for 3 years.

**Motion:** C. Hamill moved and J. Matthews seconded to accept the bid with JMHR Group, not to exceed \$6,000.00, for replacement of two metal doors. Roll call – unanimous vote; motion carried.

## **Strategic Planning**

**Website Redesign:** The RFP for the website redesign is being reviewed by several companies.

**Partnerships:** Community Sharing held their Community Garage Sale.

**Outreach:** L. Phillipson attended Parent Resource night at HVS. D.Schwaninger is visiting 4 schools to promote summer reading. A. Ireland and J. Croft will be at Community Sharing every Tuesday during the summer, to promote summer reading. S. Rice and L Phillipson had a booth at the Founder's Day Festival. A. Ireland and J. Fenton will attend the Farmer's Market once each month during the summer.

**Book Challenges:** The Library of Michigan conducted and published a survey regarding perceptions of the public to libraries. Learn more at [ala.org/bbooks](http://ala.org/bbooks).

## **NEW BUSINESS**

**Risk Management:** A representative of HVSB shared how to spot suspicious activity related to mail-related check fraud.

**Policy:** A. Seurnyck, the Library lawyer, is charging an additional amount to finalize her feedback for the Meeting Room Policy.

**Audit:** The audit of the year 2022 is complete.

**Personnel:** The husband of W. Maertens (circulation) passed away. A. Ireland graduated with a Masters Degree in Library and Information Science from Wayne State University; her salary will reflect the change this pay period.

**June Meeting:** The July 11, 2023 Library Board meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** J. Matthews moved and C. Hamill seconded to adjourn. Meeting adjourned at 6:40 pm

Respectfully Submitted,

*Cindy Dombrowski*