

**Highland Township Public Library
Board Meeting Minutes
Tuesday, May 2, 2023**

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

Members Absent: K. Polidori,

Guest: None

The Highland Township Library Board meeting was called to order at 5:32 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 J. Gaglio seconded to approve the Board Meeting minutes of April 4, 2023. Roll call - unanimous vote; motion carried.

Bills: Total bills for April, 2023 are \$37,048.08. Total bills for May, 2023 are \$48,769.95, with the addition of Applied Innovation, Consumers Energy, Digital Document Store, DTE Energy, ODP Business Solutions LLC, T-Mobile, when received.

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

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: None

UNFINISHED BUSINESS

The Library Network: The Michigan Activity Pass has been redesigned.

Building Maintenance: Lights in the youth department have been repaired. The new security system was installed on April 25, 2023. A system failure with staff wifi was corrected by TLN and J. Fenton. A STORYWALK acrylic frame was broken; R. Griffin purchased and replaced it. K. Polidori arranged for the cleaning and preparation of the gardens for summer. The Fire Protection System alarm has gone off twice in the last month. Discussed establishing a committee with experience in the area of HVAC, to help with the generator/AC/Boiler project.

Motion: C. Hamill moved and J. Matthews seconded to accept the bid to convert to a Cellular Dialer option for fire protection, from Johnson Control as presented. Roll call – unanimous vote; motion carried.

Strategic Planning

Website Redesign: The UM students have completed their redesign project. The next step is to schedule a date to post the RFP and a time to review quotes.

Partnerships: M. Geisler has been working with Community Sharing, to include books to the elderly who receive aid from the food bank. The Friends of the Library donated Large Print books in good condition, to the Highland Adult Activity Center.

Future Strategic Plan: The Director met with Midwest Collaborative Library Services to discuss options for Strategic Planning workshops.

Book Challenges: A U.S. Supreme Court precedent shows it is difficult to remove books from library shelves due to “viewpoint or content discrimination”.

NEW BUSINESS

Risk Management: Discussed a new preference for reducing risk by using electronic transactions instead of paper checks.

Policy: A. Seuryneck, the Library lawyer, returned her feedback for the Meeting Room Policy.

Personnel: The Director completed evaluations with department heads and will give all staff an opportunity to evaluate the Director at the in-service in November. All staff have proven to be willing to accept every challenge, especially when the Director was out due to illness. One example among many was when C. Buehner independently gathered invoices for department head approval. The Library will be represented at the Highland Founders Day Festival by several Board members, D. Schwaninger and other Library staff.

June Meeting: The June 6, 2023 Library Board meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: J. Matthews moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:32 pm.

Respectfully Submitted,

Cindy Dombrowski