

**Highland Township Public Library
Electronic Board Meeting Minutes
Tuesday, December 1, 2020**

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

Members Absent: None

Guest: R. Hamill

The Highland Township Library Board meeting was called to order at 5:38 pm by D. Mecklenborg.

Motion: J. Matthews moved and K. Polidori 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 update.

Motion: C. Hamill moved and K. Polidori seconded to approve the Board Meeting minutes of November 3, 2020. Roll call - unanimous vote; motion carried.

Bills: Total bills for November, 2020 are \$51,439.01. Total bills for December, 2020 are \$31,044.76 with the addition of 2 Moms & A Mop, Applied Imaging, Consumers Energy, Digital Document Store, DTE Energy, Guardian, Loomis, Midwest Tape, Postmaster, Spinal Column, and Telnet Group Inc., when received.

Motion: K. Polidori moved and J. Matthews seconded to approve the November, 2020 and December, 2020 bills. Roll call - unanimous vote; motion carried.

Director's Report: Available for review.

Communications: The HDDA is setting ZOOM Informational meetings on December 16 and 17, 2020.

UNFINISHED BUSINESS

Library Network Update: TLN director S. Bowers is moving forward on his goals to improve communications and engagement with member libraries. The first TLN Directors' ZOOM meeting will be on December 2, 2020.

Building Maintenance: Goyette installed a new humidification tank and installed new furnace filters. The UVC devices for the HVAC system are on order.

Strategic Planning: Some progress has been made on building and technology enhancement. Patio furniture and outdoor usage are being looked into.

Pandemic Response: Key determinants to rollback to Curbside were the drastic increase in local cases and neighboring libraries having rolled back prior to the MDHHS health order. Rolling back to Curbside has helped maintain some level of service and avoid having to shut down entirely.

Target metrics were discussed to establish a benchmark to determine when to re-open.

Decontamination would require closing and disinfecting the library if a case of COVID19 is identified on site.

CARES Act: Money received for reimbursement toward the cost of a floor-standing hands-free hand sanitizer station through Library of Michigan administered CARES Act funds. Applications for other CARES Act reimbursements submitted through Oakland County.

Phone System: COVID19 has stalled the completion of the phone installation. The system is 90% programmed. TelNet Group is providing a link to online videos for training but wants to have a technician onsite for the go-live. Frontier billing will continue for POTS lines (alarms, fax, elevator). Comcast will provide a line (and monthly billing) for the VOIP, separate from our Internet.

NEW BUSINESS

Personnel: B. Storey is retiring after 22 years of service, on December 16, 2020.

Board Officers: Board officers were elected: President: D. Mecklenborg; Vice-President: K. Polidori; Treasurer: C. Hamill; Secretary: C. Dombrowski; Trustees: J. Gaglio, J. Matthews.

Motion: K. Polidori moved and J. Gaglio seconded to approve the elected Library Board officers. Roll call - unanimous vote; motion carried.

Budget Amendment: COVID19 has impacted the budget and key budget adjustments to shift within appropriation categories were discussed.

Motion: C. Hamill moved and J. Gaglio seconded to approve the amended budget as presented. Roll call - unanimous vote; motion carried.

Policy: Positive Case Protocol: The Library of Michigan has provided a template for positive case protocol.

Policy: Work from Home: The MIOSHA order requires employers to prohibit in-person work to the maximum extent they can, as best they can.

Community Sharing/Township Property: Community Sharing is losing their Huron Valley Schools present location. Construction of a new building on Highland Township property north of the library is being discussed as an option. Highland residents can share their thoughts during a virtual meeting of the Highland Township Board on December 7.

2021 Meeting Schedule: The 2021 list of Board meeting dates, holiday closings and regular hours was discussed.

Motion: C. Hamill moved and J. Matthews seconded to approve the 2021 Meeting Schedule as presented. Roll call - unanimous vote; motion carried.

Public Comment: R. Hamill shared information regarding the Community Sharing building situation.

Adjournment: J. Gaglio moved and J. Matthews seconded to adjourn. Meeting adjourned at 6:42 pm.

Respectfully Submitted,

Cindy Dombrowski