

**Highland Township Public Library
Board Meeting Minutes
Tuesday, February 7, 2023**

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

Members Absent: None

Guest: J. Fenton

The Highland Township Library Board meeting was called to order at 5:35 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 J. Gaglio seconded to approve the Board Meeting minutes of January 3, 2023. Roll call - unanimous vote; motion carried.

Bills: Total bills for January, 2023 are \$46,464.85. Total bills for February, 2023 are \$42,025.88, with the addition of Applied Innovation, DTE Energy, LARA BCC-Elevator Safety Division, Synergy, when received.

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

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: A Youth Facebook Post was shared. D. Schwaniger was commended for assisting a patron with her car.

UNFINISHED BUSINESS

Library Network: TLN is now fully staffed. The server replacement is complete with all issues resolved.

Building Maintenance: Goyette has replaced a boiler motor on boiler #2. A seasonal maintenance check indicated a defective outside air sensor, which has been replaced. The fire extinguishers have been checked and repaired as needed. A problem with the Simplex/Johnson Control alarm falsely being activated has been remediated. The Library Security Camera system is outdated. Quotes for a Library generator are being compiled. Several issues are surfacing as a result of these quotes:

- *Consider upgrading the AC before generator purchase
- *Boiler replacement is recommended
- *The entire building should be included for generator backup

Strategic Planning

Outreach: J. Fenton and the Director continue to meet with UM students to plan forthcoming direction. J. Fenton reported on how the current website is not ADA compliant and in need of being updated.

Partnerships: Through the Impact 100 Oakland County grant, tutors from Eaton Academy may be available to work with older students in reading (4th grade and higher).

Marketing: M. Geisler is responsible for the electronic newsletter, which has increased 12% in usage since 2022. The Friends of the Library approved \$1,000 per year to be used for Community Literacy projects.

NEW BUSINESS

Audit: An Audit appointment has been set for March 13, 2023.

Electronic Resources: Several of the Library electronic resources were featured in the 2023 Modern Library Awards from the Michigan Library Association.

Policy: The Library lawyer, A. Seurnyck and the Director updated the Study Room Policy.

Personnel: The Director attended a meeting to better understand the effects of the Improved Workforce Opportunity Wage Act and the Earned Sick Time Act. The Director has completed two out of six classes needed to obtain the Public Library Financial Management Certificate. J. Croft and J. Fenton attended a class on Reader's Advisory through Novelist. D. Dittmar attended a webinar through YALSA covering digital personal safety.

Motion: C. Hamill moved and J. Matthews seconded to amend the Personnel Policy as presented. Roll call - unanimous vote; motion carried.

March Meeting: The March 7, 2023 Library Board meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: J. Gaglio moved and K. Polidori seconded to adjourn. Meeting adjourned at 6:53 pm.

Respectfully Submitted,

Cindy Dombrowski