

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, January 3, 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 5:35 pm by D. Mecklenborg.

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

**Motion:** J. Matthews moved and J. Gaglio seconded to approve the Board Meeting minutes of December 1, 2022. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for December, 2022 are \$53,296.58. Total bills for January, 2023 are \$31,371.03, with the addition of Applied Innovation, Consumers Energy, Digital Document Store, DTE Energy, Gill-Roy's Hardware, Lawson Printers, when received.

**Motion:** C. Hamill moved and J. Matthews seconded to approve the December, 2022 and January, 2023 bills. Roll call - unanimous vote; motion carried.

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

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

**Communications:** Accolades given to M. Armstrong, Library Page, who has been commended for the National Merit Scholarship program. Holiday greetings were sent to Board Members by J. & K. Runestad.

### **UNFINISHED BUSINESS**

**Budget:** Up to date.

**Library Network:** The Library Director will represent Class 4 Libraries on the TLN Steering Committee, for two years.

**Building Maintenance:** Synergy Electric replaced the lights illuminating the Boy Statue, as well as other lights. The company submitted a quote for \$7,389 to replace the parking lot lights with LED light fixtures. The company quoted a price of \$432 to install an electrical outlet on the stairway. Discussed quote received from DiClements Siegel Design for a Stand-by Generator project.

**Motion:** C. Hamill moved and J. Matthews seconded to replace the parking lot lights with LED lights and install an electrical outlet, not to exceed \$8,000. Roll call - unanimous vote; motion carried.

**Furniture:** Four chairs have been reupholstered by Library Design

**Check Fraud:** Using Positive Pay, to screen incoming checks, has been beneficial.

**Book Challenges:** An anonymous person left information regarding Critical Race Theory, at the library. Staff has been trying to read some of the books listed as being a possible source of concern. Paper regarding questions to ask to become better acquainted with your community was discussed.

**Covid:** The Library is registered to distribute Covid test kits.

### **Strategic Planning**

**Outreach:** The results of the website survey indicate a need to update the site, as our current system is not mobile friendly.

**Partnerships:** The Community Sharing building was unveiled to the Highland White Lake Business Community.

### **NEW BUSINESS**

**Electronic Resources:** A request was made by L. Phillipson and the Director, to purchase a new database called LOTE4Kids. This is an online source of multicultural books for children.

**Motion:** C Hamill moved and J. Gaglio seconded to purchase LOTE4Kids for \$520 per year. Roll call - unanimous vote; motion carried.

**Policy:** A template for a Community Room policy was submitted by the Library lawyer, A. Seuryneck. Under consideration is to purchase a Social Media template.

**Personnel:** A circulation staff member is returning to the Library. The Library will be looking for 2 new pages when the current pages leave for college. A pay raise was discussed for some staff members. Health benefits have been renewed with an 11% increase in cost. The Friends of the Library has purchased logo wear for the staff. The logo wear will help market the Library at local events.

**February Meeting:** The February 7, 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 6:59 pm.

Respectfully Submitted,

*Cindy Dombrowski*