

**Highland Township Public Library  
Electronic Board Meeting Minutes  
Tuesday, January 5, 2021**

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

**Members Absent:** None

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:32 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 Legislative update.

**Motion:** J. Matthews moved and J. Gaglio seconded to approve the corrected Board Meeting minutes of December 1, 2020. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for December, 2020 are \$46,722.90. Total bills for January, 2021 are \$39,704.53 with the addition of Applied Imaging, Consumers Energy, Digital Document Store, DTE Energy, and Michigan Municipal Risk Management, when received.

**Motion:** K. Polidori moved and J. Matthews seconded to approve the December, 2020 and January, 2021 bills. Roll call - unanimous vote; motion carried.

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

**Communications: Communications:** Jehovah's Witnesses communication to government officials. CGI Communications contacted the library in regards to a project in partnership with Highland Township, highlighting the area.

## **UNFINISHED BUSINESS**

**Library Network Update:** TLN sponsored a Continuing Ed webinar titled "Mindful Stress Resilience: Riding the COVID Coaster" in December, which was led by a Psychotherapist/ clinical behavioral health trainer. Talks were conducted with TLN regarding how to expand the reach of the wifi network to the parking lot and Chill at the Mill.

**Building Maintenance:** Walkways and outside winter needs have been attended to by J. Werthman.

**Strategic Planning:** 2020 Strategic Planning didn't proceed quite as expected due to CoVid19. Some of the goals which moved forward were:

**TECHNOLOGY:** Square for credit card acceptance implementation; phone system replacement.

**BLDG ENHANCEMENT:** Re-carpeting, interior re-painting, exterior re-stain, YA space makeover.

**BRANDING:** Use of Logo; continuation of Civility Campaign.

**OUTDOOR SPACE USAGE:** Playground being developed.

In 2021 we hope to make progress with mobile hotspots, patio furniture, update/replace security cameras, update Chart of Accounts, website review.

**Pandemic Response:** Resuming “Grab and Go” service on January 4, 2021. This means limiting: occupancy numbers, time in the building and computer time, as well as controlling access to the stacks.

**CARES Act:** Application through Oakland County for CARES Act funding, and subsequent applications to the “Oakland Together COVID Support Fund” were approved.

**Phone System:** Installation of separate Internet connection should be completed on January 6, 2021. The call flow plan and phone menu options are complete.

**Personnel:** Hiring of new staff to replace B. Storey is on hold. A circulation position may need to be filled in the near future.

**Policies: Remote Work:** MIOSHA emergency rule requiring remote work is in effect to May 14, 2021. Limits on Library responsibility for home workspace, employee responsibilities while working from home and which specific duties may require in-library work was reviewed.

**Motion:** J. Matthews moved and J. Gaglio seconded to accept the policy covering Remote work requirements, as presented. Roll call - unanimous vote; motion carried.

**Patio Furniture:** Discussed various possibilities regarding patio furniture, keeping in mind how COVID-era usage patterns impact furniture choices.

## **NEW BUSINESS**

**Mobile Hotspots:** B. Dunseth compared several vendors and settled upon the T-Mobile for Government program as our best option for several reasons (cost, coverage, filtering, and availability.)

**Signature Cards:** The Huron Valley State Bank account signature cards need to be updated.

**Public Comment:** None

**Adjournment:** C. Hamill moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:28 pm.

Respectfully Submitted,

Cindy Dombrowski