

**Highland Township Public Library
Electronic Board Meeting Minutes
Tuesday, July 7, 2020**

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

Members Absent: J. Gaglio

Guest: None

The Highland Township Library Board meeting was called to order at 5:37 pm by D. Mecklenborg.

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

FYI: MiOSHA COVID-19 Workplace Guidelines: available electronically. Reopening Guidance for Libraries from American Industrial Hygiene Association. Michigan Library Association Primary Source Newsletter. Budget Report.

Motion: K. Polidori moved and J. Matthews seconded to approve the Board Meeting minutes of June 2, 2020. Roll call - unanimous vote; motion carried.

Bills: Total bills for June, 2020 are \$13,378.33. Total bills for July, 2020 are \$35,036.37 with the addition of Allegra Print & Imaging, Consumers Energy, Digital Document Store, DTE Energy, and Health Alliance Plan, when received.

Motion: J. Matthews moved and C. Hamill seconded to approve the June, 2020 and July, 2020 bills. Roll call - unanimous vote; motion carried.

Director's Report: Available for review.

Communications: Research has shown (on the first phase) that the COVID19 virus is not detectable on library materials after three days.

UNFINISHED BUSINESS

Library Network Update: TLN notification of holds has returned. Implementation of automatic renewal of items is delayed. Deliveries have resumed. Local holds have been activated.

Building Maintenance: No update on building re-stain. The new owl stool is in place in the Youth area. The new shelving is in place in the Teen Room. No update regarding scheduling carpet/paint project. The power supply for the phone system has been replaced.

Strategic Planning: Information about the Civility Project event on Thursday, July 30, 2020, is in the summer flyer and on the library website.

Pandemic Response: Reopening the library has been complicated and challenging. The COVID recovery will take time.

NEW BUSINESS

2020 Budget Amendment: An initial amendment for the fiscal year is needed to reflect some of the actual projected costs and COVID related changes. The library has reduced revenues related to the COVID shutdown. There have been increased expenses related to COVID for PPE, sanitizer and signage.

Motion: J. Matthews moved and K. Polidori seconded to accept the 2020 budget amendment as presented. Roll call - unanimous vote; motion carried.

2021 Budget: Working on a draft for the 2021 budget during July and August, for September approval.

Public Comment: None

Adjournment: K. Polidori moved and C. Hamill seconded to adjourn. Meeting adjourned at 6:04 pm.

Respectfully Submitted,

Cindy Dombrowski