

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, July 5, 2022**

**Members Present:** C. Dombrowski, J. Gaglio, C. Hamill, J. Matthews, and Director B. Dunseth

**Members Absent:** D. Mecklenborg, K. Polidori

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:30 pm by J. Matthews.

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

**Motion:** C. Hamill moved and J. Gaglio seconded to approve the Board Meeting minutes of June 7, 2022 as corrected. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for June, 2022 are \$60,288.87. Total bills for July, 2022 are \$39,817.61, with the addition of Applied Imaging, Digital Document Store, DTE Energy, Hagopian Cleaning Services, Library Network, and Spinal Column, when received.

**Motion:** C. Hamill moved and J. Gaglio seconded to approve the June, 2022 and July, 2022 bills. Roll call - unanimous vote; motion carried.

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

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

**Communications:** D. Dittmar received a donation of Mental Health Swag items from Huron Valley Community Coalition. The Library's 20-year anniversary was celebrated on 6/8/22 with cake and tours. Thus far, 400 youths and adults have signed up to read this summer.

## **UNFINISHED BUSINESS**

**Library Network:** MI Library is NOW Campaign. TLN used money funded by ARPA grant money, to promote libraries. The server initially quoted by TLN, is unavailable; another server has been ordered.

**Building Maintenance:** Rashid Construction will schedule a time for replacement of the Skylights. The gardens have been groomed and mulched. Gutter cleaning will take place on July 29<sup>th</sup> after closing hours. The StoryWalk sign is up.

**Furniture:** Freedom Works has taken the old Library chairs. New office chairs have been delivered.

**Strategic Planning:** Community Sharing has begun using the Library to meet with students for tutoring. The fire department is recommending people use the library to escape from the heat. A local food bank from Holy Spirit Church has offered to bring water and Powerade for people in need. Discussed changes to the employee “Dress Guidelines”. L. Phillipson and D. Schwanager worked with the Parent Teacher League to get the library to the Spring Fling. Library staff visited several schools to promote summer reading.

## **NEW BUSINESS**

**Library Services:** TLN is exploring why the fax machine has such a low success rate when sending. The public copy machine is being replaced.

**Personnel:** The new circulation clerk is K. Dattolo. A new page will be needed in the near future.

**July Meeting:** The Board Meeting has been moved to August 9, 2022, and will be held in the Community Room, at 5:30pm.

**Public Comment:** None

**Adjournment:** C. Hamill moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:18 pm.

Respectfully Submitted,

*Cindy Dombrowski*