

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

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

Members Absent: J. Matthews, K. Polidori

Guest: None

The Highland Township Library Board meeting was called to order at 5:38 pm by D. Mecklenborg.

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

Motion: J. Gaglio moved and C. Hamill seconded to approve the corrected Board Meeting minutes of February 7, 2023. Roll call - unanimous vote; motion carried.

Bills: Total bills for February, 2023 are \$52,861.72. Total bills for March, 2023 are \$35,792.60, with the addition of Applied Innovation, Digital Document Store, DTE Energy, T-Mobile, when received.

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

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: A note was shared from D. Mikula, Executive Director of MLA stating the MLA will continue to monitor bills which may compromise the freedom of all to read. Article about Puffin Publisher working with Inclusive Minds to edit and make small and carefully considered changes to the works of Roald Dahl was discussed. An article from the New York Times, "A Love Letter to Libraries" covered the ever-changing role libraries play in communities.

UNFINISHED BUSINESS

Library Network: CARL was updated in March.

Building Maintenance: Goyette renewed the maintenance contract for the same amount as in 2022. Repairs to the boiler are coming. The false alarms have ceased since Frontier fixed the problem with the phone line. The parking lot lights have been replaced and the electrical outlet on the stairs has been installed. A number of quotes have been received for the generator project.

Strategic Planning

Outreach: UM students used Miro Board to generate priorities for the new website and gave a rough draft of the mobile site prototype.

Partnerships: Impact 100 Oakland is working with ETON Academy to offer tutoring in libraries. D. Dittmar attended Career Day at Milford High School .

Marketing: The director attended the February Community Roundtable meeting in Highland.

NEW BUSINESS

Homeless: Circulation staff gave a list of homeless shelters to a homeless family and recommended meeting with Community Sharing.

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

Electronic Resources: World Book Encyclopedia has been renewed. LOTE4Kids is available on the website.

Policy: A. Seuryneck, the Library lawyer, has the Community Room policy.

Personnel: The policy for staff attendance at workshops and reimbursement for lodging was discussed. The Director will be having evaluations with Department Heads during the next few months. K. Toomey was commended for running Circulation alone under extenuating circumstances, with creativity and a smile.

Motion: C. Hamill moved and J. Gaglio seconded to approve the change in policy, to increase the daily lodging reimbursement for staff attendance at workshops as agreed upon. Roll call - unanimous vote; motion carried.

April Meeting: The April 4, 2023 Library Board meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: C. Hamill moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:36 pm.

Respectfully Submitted,

Cindy Dombrowski