

**Highland Township Public Library
Electronic Board Meeting Minutes
Tuesday, May 5, 2020**

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

Members Absent: None

Guest: None

The electronic board meeting (video conference) was called to order at 5:31 pm by D. Mecklenborg.

Motion: K. Pollidori moved and J. Gaglio seconded to approve the agenda as amended. Unanimous vote; motion carried.

FYI: Checking with bookkeeper, N. White, to see if an extension on the audit needs to be applied for with the State.

Motion: K. Polidori moved and J. Gaglio seconded to approve the Board Meeting minutes of March 3, 2020. Roll call - unanimous vote; motion carried.

Motion: C. Hamill moved and J. Gaglio seconded to approve the Board Meeting minutes of March 23, 2020. Roll call - unanimous vote; motion carried.

Bills: Total bills for March, 2020 are \$26,629.41. Total bills for April, 2020 are \$36,864.26. Total bills for May, 2020 are \$42,991.98 with the addition of 2 Moms & A Mop, Applied Imaging, Consumers Energy, Digital Document Store, DTE Energy, Forsythe Brothers, Library Network, Metcom, Midwest Tape, Soltis Plastic, and Spinal Column, when received.

Motion: J. Matthews moved and J. Gaglio seconded to approve the March, 2020, April, 2020 and May, 2020 bills. Roll call - unanimous vote; motion carried.

Director's Report: Available for review.

Communications: Accolades given to library for availability of downloadable materials. Chill at the Mill is progressing.

UNFINISHED BUSINESS

Library Network Update: TLN extended due dates of all items due between May 1 and May 23. Those items are now due between May 25 and May 31, with further extensions being considered by TLN. The Shared Automated System (SAS) is not currently activating new holds. Delivery for both TLN and MeLCat is temporarily suspended. SAS auto renewal is scheduled to start in July.

Building Maintenance: Response regarding re-staining was received from Diedrich Painting. Total proposed cost is \$22,311.00, which includes repairs and clearing gutters. Goyette performed quarterly HVAC maintenance and changed air filters. A draft of the RFP for a new VOIP phone system was

received.

Motion: C. Hamill moved J. Mathews seconded to accept the proposal of \$22,311.00 from Diedrich Painting. Roll call - unanimous vote; motion carried.

Strategic Planning: Re-opening the library is of utmost importance and will occur in phases. This affects all areas of Strategic planning:

NEW BUSINESS

Pandemic Response: Key to re-opening, once Executive Orders expire, is availability of PPE and sanitization supplies. Re-opening the library will involve at least two days for staff only, followed by curbside service, and then limited access to the building. Some other libraries' plans incorporate reduced hours and extra time to allow for extra cleaning. There may be a need to increase restrictions or consider closures to allow for increased sanitation and daily disinfection. Budget adjustments will be needed to account for decreased revenues and increased expenditures. Pandemic preparedness should be added to our Emergency Plan to address curtailing services and steps toward a closure in the future. Curbside service discussed.

Motion: C. Dombrowski moved and C. Hamill seconded to suspend all overdue fines until the Board Meeting on September 1, 2020. Roll call - unanimous vote; motion carried.

Public Comment: None

Adjournment: C. Hamill and J. Matthews seconded to adjourn. Meeting adjourned at 6:29 pm.

Respectfully Submitted,

Cindy Dombrowski