

**Highland Township Public Library  
Electronic Board Meeting Minutes  
Tuesday, November 3, 2020**

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

**Members Absent:** D. Mecklenborg

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:32 pm by K. Polidori.

**Motion:** J. Matthews moved and J. Gaglio 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; LM4X (Library of Michigan's quarterly newsletter).

**Motion:** J. Matthews moved and C. Hamill seconded to approve the Board Meeting minutes of October 6, 2020. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for October, 2020 are \$282,705.93. Total bills for November, 2020 are \$40,074.33 with the addition of 2 Moms & A Mop, Applied Imaging, Consumers Energy, Deluxe, Digital Document Store, DTE Energy, Goyette Mechanical, Guardian, Spinal Column, and Telnet Group Inc., when received.

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

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

**Communications:** A patron wanted to be able to contact Board Members through email. Huron Valley Schools posted a notice of going virtual due to COVID.

## **UNFINISHED BUSINESS**

**Library Network Update:** The TLN Telecommunications Committee is surveying anticipated telecommunications requirements through 2024. The library currently is in a 3-year contract for 100MB through Comcast. TLN recommends we increase our circuit size to 200MB.

**Building Maintenance:** Maintaining relative humidity between 40-60% is one of the engineering controls recommended to help prevent the spread of COVID virus. Window cleaning is complete. The carpeting/ painting project is complete.

**Strategic Planning:** Progress on building enhancement and outdoor space. Continued work on building library presence within the community.

**Pandemic Response:** The library is open for browsing, requesting patrons to limit their stay to 30 minutes. Seating remains minimal; group study, quiet room and Community Room remain closed to the public. PC patrons are limited to 30-minute usage. The surge in Michigan COVID cases has been a concern.

**CARES Act: Oakland County:** T. Hatch (Milford Library Director) and j. halloran had a phone meeting with Goyette technicians to review HVAC options and recommendations.

**Motion:** C. Hamill moved and J. Matthews seconded to approve the proposal for the purchase of four HALO-LED devices and one Guardian Air QR+ device for five air handling units, regardless of whether Oakland County Cares Act funding will cover the cost. Roll call - unanimous vote; motion carried.

## **NEW BUSINESS**

**Phone System:** Phone installation is expected during the first week in November. Internet connection options for the new VOIP phone system has been delayed and are under review, with a new date forthcoming.

**Health Insurance Renewal:** The existing health insurance plan can be renewed and remain within the hard cap.

**PA 228 Open Meetings Act Amendment:** Electronic meetings that took place since March 18, 2020, are valid if the public body complied with requirements contained in Public Act 228 of 2020. Virtual meetings can continue until December 31, 2020, for any circumstances.

**Staff In-Service:** The library will be closed to the public on November 11; time will be used for staff training and departmental activities. Part of the day will be used as a training opportunity to become comfortable using the new phones.

**Forthcoming Services:** Plans to reinstate Tumblebooks, with the addition of a math component and a Dial-A-Story service. These services will be helpful with virtual schooling and homeschooling. Dial-A-Story requires no Internet and works from any phone.

**Public Comment:** None

**Adjournment:** C. Hamill moved and J. Gaglio seconded to adjourn. Meeting adjourned at 7:04 pm.

Respectfully Submitted,

Cindy Dombrowski