

**Highland Township Public Library
Electronic Board Meeting Minutes
Tuesday, October 6, 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 Highland Township Library Board meeting was called to order at 5:30 pm by D. Mecklenborg.

Motion: J. Gaglio moved and J. Matthews 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: K. Polidori moved and J. Matthews seconded to approve the Board Meeting minutes of September 1 and September 15, 2020. Roll call - unanimous vote; motion carried.

Bills: Total bills for September, 2020 are \$40,145.15. Total bills for October, 2020 are \$263,965.64 with the addition of 2 Moms & A Mop, Consumers Energy, Digital Document Store, DTE Energy, Goyette Mechanical, Guardian, Loomis, Midwest Tape, RMS Associates, LLC, Telnet Group Inc. and Telnet Worldwide, when received.

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

Director's Report: Available for review.

Communications: Township Clerk, T. Flowers linked information about the library's re-opening status to Highland Matters posts.

UNFINISHED BUSINESS

Library Network Update: TLN Board has selected S. Bowers to be the next coop director. Auto renewal of borrowed materials on the Shared Automated System is now in effect. The auto-renewal will take place 3 days before the due date of an item and if the item cannot be renewed, the usual "coming due" notification will appear.

Building Maintenance: The exterior building stain is underway. The interior painting began on September 23. Interior moving began on September 30 and is expected to continue through October 13. Carpet installation started October 1 and is expected to continue through October 14. Public computers are not available for use during the interior renovations. Contract details for the phone system are being finalized. Goyette will move ahead with increasing the filtration level of the HVAC air filters. J.

Werthman started part-time as the Building Service Coordinator for facilities maintenance.

Motion: C. Hamill moved and J. Gaglio seconded to authorize the purchase of HVAC and portable ionization systems, dependent upon discussion with Oakland County to ensure the Cares Act funding will cover the cost. Roll call - unanimous vote; motion carried.

Strategic Planning: Progress being made at Chill at the Mill with framing of the mill building.

Pandemic Response: People who will not wear masks are an ongoing concern.

CARES Act: Oakland County: One round of expenses has been submitted to Oakland County for reimbursement. The deadline for submission has been extended to November 30.

NEW BUSINESS

TLN Shared System Calendar: TLN requested submission of the library open dates for 2021.

Public Comment: None

Adjournment: J. Gaglio moved and K. Polidori seconded to adjourn. Meeting adjourned at 6:29 pm.

Respectfully Submitted,

Cindy Dombrowski