

**Highland Township Public Library
Board Meeting Minutes
Tuesday, September 6, 2022**

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

Members Absent: None

The Highland Township Library Board meeting was called to order at 5:37 pm by D. Mecklenborg.

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

Motion: K. Polidori moved and J. Matthews seconded to approve the Board Meeting minutes of August 9, 2022. Roll call - unanimous vote; motion carried.

Bills: Total bills for August, 2022 are \$47,704.56. Total bills for September, 2022 are \$57,172.62, with the addition of Applied Imaging, Digital Document Store, DTE Energy, Spinal Column, when received.

Motion: J. Matthews moved and C. Hamill seconded to approve the August, 2022 and September, 2022 bills. Roll call - unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: A thank you note from C. Burnell was shared. The Hartland community showed its support for the local Library, literacy and inclusion. Discussed Oakland County Kids Count for 2022.

UNFINISHED BUSINESS

Audit: Library director will look into creating a fund balance policy. As per the recommendation of the Audit report, supervisors are signing off on timesheets. Bookkeeper, N.White and the Library Director consulted with a representative from Wagner & Co. to look over and make recommended changes.

Library Network: Book vendor, Baker & Taylor, was a victim of ransomware attack. TLN has issued a warning to library customers to be on the watch for phishing attacks.

Building Maintenance: R. Griffon received quotes for repairing the stone at the base of the outside columns.

Motion: C. Hamill moved and K. Polidori seconded to hire Grunwell-Cashero Co. to repair the stones at the base of columns, for a cost not to exceed \$8,000. Roll call - unanimous vote; motion carried.

Furniture: Two study room chairs were taken to be reupholstered. Tables and chairs for the Center Room have been ordered.

Strategic Planning: Outreach: The Library will participate in the Huron Valley MacaroniKids Boo Bag campaign.

Website Redesign: The status of a website redesign proposal submitted to UM students, will be known by mid-September.

Newsletter: The fall newsletter has gone out for mailing.

Partnerships: The water and Powerade given to the Library by Church of the Holy Spirit food bank, was much appreciated on August 30th during the power outage.

NEW BUSINESS

Budget: Discussed the Budget Resolution and Appropriations Measure.

Motion: J. Matthews moved and J. Gaglio seconded to approve the Budget Resolution for FY 2023 to authorize the millage rate to be levied by taxing authorities. Roll call - unanimous vote; motion carried.

Motion: J. Matthews moved and J. Gaglio seconded to approve the Appropriations Measure and adopt the annual budget for FY 2023 as presented and to authorize the Director to make transfers between appropriations during the fiscal year in amounts not to exceed 0.5% of the final budget. Roll call - unanimous vote; motion carried.

Renewals: Brainfuse was renewed at a lesser cost than anticipated. The Director will work with TLN to complete a “Data Breach” survey which has been requested by Michigan Municipal Risk Management insurance company.

Library Services: The public copy machine is working with the coin machine. Patrons are asked to pay 50 cents per color copy.

Motion: K. Polidori moved and J. Matthews seconded to change the price from 50 cents to 25 cents per color copy. Roll call - unanimous vote; motion carried.

Personnel: Minimum wages in Michigan are likely to increase from the current \$9.87 to \$12.00 per hour in February, 2023. Discussed wages of circulation staff.

October Meetings: The Library Board meeting will be held in the Community Room, at 5:30 pm on October 4, 2022.

Public Comment: None

Adjournment: J. Matthews moved and C. Hamill seconded to adjourn. Meeting adjourned at 6:45 pm.

Respectfully Submitted,

Cindy Dombrowski