

**Highland Township Public Library
Electronic Budget Hearing Minutes
Tuesday, September 1, 2020**

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

Members Absent: None

Guest: None

Public Budget Hearing for the Highland Township Library was held electronically, for the purpose of hearing oral and written comments from the public concerning the annual proposed budget, for the calendar year ending December 31, 2020.

The meeting was called to order electronically for the Highland Township Public Library at 5:30 pm by D. Mecklenborg.

Meeting adjourned at 5:35 pm.

Respectfully Submitted,

Cindy Dombrowski

**Highland Township Public Library
Electronic Board Meeting Minutes
Tuesday, September 1, 2020**

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

Members Absent: None

Guest: None

The Highland Township Library Board meeting was called to order at 5:36 pm by D. Mecklenborg.

Motion: K. Polidori moved and C. Hamill seconded to approve the agenda. Roll call - 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: C. Hamill moved and J. Gaglio seconded to approve the Board Meeting minutes of August 4, 2020. Roll call - unanimous vote; motion carried.

Bills: Total bills for August, 2020 are \$48,941.65. Total bills for September, 2020 are \$28,515.19 with the addition of 2 Moms & A Mop, Applied Imaging, Baker & Taylor Books, Consumers Energy, Digital Document Store, DTE Energy, Midwest Tape, Metcom, and Diedrich Painting, when received.

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

Director's Report: Available for review.

Communications: Nothing

UNFINISHED BUSINESS

Library Network Update: Awaiting cost estimates for TLN's October 1, 2020 – September 30, 2021 fiscal year for delivery services.

Building Maintenance: R. Diedrich started the building stain project, which includes some carpentry repairs and work on the entryway areas. When the carpeting/painting begins, the project is expected to take two weeks. Review of engineering controls used in COVID19 response: ventilation increased (outside Air Damper Minimum position has been increased to allow more fresh air to come in) and Plexiglas sneeze guard barriers installed. HVAC filters have been changed per regular maintenance, will proceed with move to filters with increased MERV efficiency (increases the annual Goyette service plan cost.)

A special electronic Library Board meeting will be held on September 15 to decide on a phone system.

Strategic Planning: No update available on patio furniture from either LDA or Penchura.

Highland Community Roundtable: A desire to move forward in collaboration to build an event that helps us appreciate and discuss differences/diversity.

Pandemic Response: Discussed how to best provide services to support community in midst of the shared pandemic challenges.

FY 2021 Budget: Public Budget Hearing preceded the regular September 1, 2020 Board Meeting. No changes have been made to the Budget draft which was presented at the August, 2020 meeting.

Motion: J. Matthews moved and K. Polidori seconded to approve the Budget Resolution for FY 2021, to authorize the millage rate to be levied by taxing authorities. Roll call - unanimous vote; motion carried.

Motion: J. Matthews moved and C. Hamill seconded to approve the Appropriations Measure and adopt the annual budget for FY 2021 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.

NEW BUSINESS

Fines Policy: During the shutdown, the Library Board suspended all overdue fines until the Board Meeting on September 1, 2020. Discussion ensued to either defer review of the fines policy to a later date or to go fine-free until further notice. *Overdue fines are different from fees. Fees for lost or damaged items will still be charged.*

Motion: J. Gaglio moved and J. Matthews seconded to continue waiving fines while the libraries are still quarantining materials due to COVID19 restrictions. Roll call - unanimous vote; motion carried.

CARES Act Agreement: Oakland County: Oakland County requires a Resolution and Interlocal Agreement for requests for distribution of CARES Act funds. We must apply for these funds separate from the municipality.

Motion: K. Polidori moved and J. Gaglio seconded to approve the Resolution and Interlocal Agreement for requests for distribution of Cares Act funds. Roll call - unanimous vote; motion carried.

Public Comment: None

Adjournment: J. Gaglio moved and C, Hamill seconded to adjourn. Meeting adjourned at 6:57 pm.

Respectfully Submitted,

Cindy Dombrowski