

**Highland Township Public Library
Board Meeting Minutes
Tuesday, January 2, 2024**

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

Members Absent: None

Guest: T. Landry

The Highland Township Library Board meeting was called to order at 5:35 pm by D. Mecklenborg.

Motion: J. Gaglio moved and J. Matthews seconded to approve the agenda. Unanimous vote; motion carried.

Motion: J. Gaglio moved and C. Hamill seconded to approve the modified Board Meeting minutes of December 5, 2023. Roll call - unanimous vote; motion carried.

Bills: Total bills for December, 2023 are \$75,378.93. Total bills for January, 2024 are \$42,526.12, with the addition of Amazon, Applied Innovation, Consumers Energy, Digital Document Store, DTE Energy, Health Alliance Plan, when received.

Motion: J. Matthews moved and C. Hamill seconded to approve the December, 2023 and January, 2024 bills. Roll call - unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: D. Schwaninger received a note of appreciation from a patron. The Highland Kindness Project has been recognized by J. Turman, an 82-year-old philanthropist.

UNFINISHED BUSINESS

The Library Network: The catalog computers were installed and the staff and public computers were updated.

Building Maintenance: The Director and volunteer consultant, T. Landry, decided to hire Goyette to complete all work on the HVAC and to install a generator. The new maintenance agreement with Goyette will include the new generator and HVAC. The Ooma Airdial has been ordered and invoiced, to replace the old landlines; the price of \$3,014, includes purchase of the device, installation and 3 years of service. DTE Energy agreed to reimburse the Library for the inconvenience of outages during 2023 in excess of 96 hours.

Strategic Planning

Website Redesign: J. Fenton, C. Buehner and the Director spent time learning how to set-up and

use the Library's new Calendar. J. Fenton, L. Phillipson and the Director are meeting weekly to complete the website redesign project.

Outreach: H. Patterson created her first enewsletter. The Library signed up for a page in the new Highland Township publication, Naturally Connected.

Partnerships: Thanks to D. Dittmar's collaboration with Comic City for 11 years, the Library, in partnership with Comic City, will again sponsor a Free Comic Book give away day on May 4, 2024.

NEW BUSINESS

Fraud: The process of reducing signers on the Library Money Market account is complete.

Safety Concerns: A person was "camping out" in his truck in the Library parking lot, at the end of November. Police were called.

Purchasing: T-Mobile suggested the Library sign up for Sourcewell, a cooperative purchasing program for government entities.

Personnel: Discussed the health care renewal of 15% increase. Bookkeeper N. White and the Director, transferred staff accruals online, for tracking vacation and sick time, to Paychex. C. Buehler is a new Part-time Circulation member. J. Ingles is the new page in the adult department. J. Bidock is the new Head of the Circulation Department.

February Meeting: The February 6, 2024 Library Board meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: C. Hamill moved and J. Matthews seconded to adjourn. Meeting adjourned at 6:28 pm.

Respectfully Submitted,

Cindy Dombrowski