

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, February 1, 2022**

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

**Members Absent:** D. Mecklenborg

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:33 pm by K. Polidori.

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

**FYI:** Budget report for January, 2022; positive feedback being received regarding elimination of overdue fines (with the exception of lost or damaged items).

**Motion:** C. Hamill moved and J. Matthews seconded to approve the revised Board Meeting minutes of January 4, 2022. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for January, 2022 are \$42,472.10. Total bills for February, 2022 are \$29,089.15 with the addition of 2 Moms & A Mop, Accident Fund General Insurance Co., Allegra Print & Imaging, Applied Imaging, Digital Document Store, DTE Energy, Gale, Midwest Tape, Spinal Column, and T-Mobile, when received.

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

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

**Communications:** "Proclamation for Marion Reed upon her retirement" was shared. The Friends sold 239 book bundles, for a total of \$1,439.

## **UNFINISHED BUSINESS**

**Building Maintenance:** Both fireplaces have been cleaned and are in working order. The Fire suppression system was activated twice during January due to water found in the pipes. The pipes were drained and a pressure sensor and gauge were replaced.

**Strategic Planning:** A request has been made to the Friends asking the group to consider helping to offer coffee in the library, operate the machine and collect money for the beverages. The subscription to Global Road Warrior has been discontinued

**Outreach:** A Milford High School teacher shared her thoughts on returning student library materials on a timely basis due to the number of students absent with Covid.

## **NEW BUSINESS**

**Library Network:** TLN warns that First Amendment Audits are becoming more common. The Library has a policy that outlines appropriate behavior and limits use of the library to those who follow the behavior policies.

**Late Mail:** Discussed alternate ways to pay bills in light of some payments and bills arriving late.

**Personnel:** Many staff members have been absent due to illness (fortunately none tested positive for Covid). K. Mintus has agreed to be the Interim Head of Circulation. A position for a part-time clerk in circulation has been posted. The pay scale for this position needs to be adjusted to attract applicants. Discussed increasing the salary of 4 current circulation staff members by 4%, to bring their salaries up to a fair wage.

**Motion:** C. Hamill moved and J. Matthews seconded to accept the agreed upon increase in salary for current circulation staff members. Roll call - unanimous vote; motion carried.

**Election of Board Officers:** The following board officers were elected: President, D. Mecklenborg; Vice-President, K. Polidori; Secretary, C. Dombrowski; Treasurer, C. Hamill. The Finance Committee consists of C. Hamill and J. Matthews.

**Wallpaper Project:** Discussed need to have wallpaper in the 6 restrooms replaced.

**Motion:** C. Hamill moved and J. Gaglio seconded to move forward on removing and replacing wallpaper in the restrooms, not to exceed \$10,000. Roll call - unanimous vote; motion carried.

**March Board Meeting:** The Board Meeting on March 1, 2022 will be held in the Community Room, at 5:30pm.

**Public Comment:** None

**Adjournment:** C. Hamill moved and J. Matthews seconded to adjourn. Meeting adjourned at 6: 37 pm.

Respectfully Submitted,

Cindy Dombrowski