

**Highland Township Public Library
Electronic Board Meeting Minutes
Tuesday, February 2, 2021**

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 5:35 pm by D. Mecklenborg.

Motion: C. Hamill 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.

Motion: K. Polidori moved and J. Gaglio seconded to approve the corrected Board Meeting minutes of January 5, 2021. Roll call - unanimous vote; motion carried.

Bills: Total bills for January, 2021 are \$43,688.34. Total bills for February, 2021 are \$21,443.06 with the addition of Applied Imaging, Consumers Energy, Digital Document Store, DTE Energy, Library Network and Spinal Column, when received.

Motion: C. Hamill moved and J. Gaglio seconded to approve the January, 2021 and February, 2021 bills. Roll call - unanimous vote; motion carried.

Director's Report: Available for review.

Communications: Positive feedback from patron regarding the Storytime Kit, "Animal Antics". An inquiry was made from a patron regarding the book, REAL FRIEND.

UNFINISHED BUSINESS

Library Network Update: More libraries are re-opening. In January, TLN Director's meeting topics included the use of study rooms.

Building Maintenance: J. Werthman has been organizing the deep storage area, maintaining the walkways, dealing with cold weather water shut-off and adding plastic sheets between the Plexiglas barriers at the Youth Desk.

Strategic Planning: Mobile hotspots are now circulating.

Pandemic Response: Because gatherings of more than 2 households or 10 persons are yet prohibited, meeting rooms, quiet study rooms and study tables are out of use.

Patio Furniture: Discussion on updated proposal and color choices of Patio Furniture. Approval would ensure patio furniture is in place for spring weather.

Motion: J. Matthews moved and J. Gaglio seconded to move forward and accept the proposal submitted by

LDA for patio furniture, for the amount of \$17,576. Roll call - unanimous vote; motion carried.

Phone System: After working through many issues, the port-over, go –live date of January 27, 2021 was successful. The library now has two phones at the front desk, a new phone menu and a direct dial number for Curbside Service.

NEW BUSINESS

Employee Assistance Program (EAP): Stress and mental health issues are a major concern shared by all. A discussion ensued of whether to utilize the services of EAP and if this would be a good investment for at least one year.

Public Comment: None

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

Respectfully Submitted,

Cindy Dombrowski