

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

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

**Members Absent:** K. Polidori

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:39 pm by D. Mecklenborg.

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

**FYI:** Budget report available for review.

**Motion:** C. Hamill moved and J. Gaglio seconded to approve the Board Meeting minutes of February 1, 2022. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for February, 2022 are \$42,857.03. Total bills for March, 2022 are \$26,162.84 with the addition of 2 Moms & A Mop, Amazon, Applied Imaging, Comcast, Consumers Energy, Digital Document Store, DTE Energy, Midwest Tape, Spinal Column, and T-Mobile, Dunseth, Brenda, when received.

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

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

**Communications:** Reviewed article regarding Open Meeting Act changes for Libraries. Shared article, "Covid hampered efforts to improve 3<sup>rd</sup>-grade reading in Michigan".

#### **UNFINISHED BUSINESS**

**Library Network:** As TLN had predicted last month, a First Amendment Audit was conducted by two members of the First Amendment group, on February 9, 2022.

**Building Maintenance:** Goyette corrected a heating problem. The CO2 was measured within the Library using a CO2 sensor and deemed to be excellent. Wallpaper work has been completed.

**Furniture: Chairs:** Sample office chairs are being tested for future purchase.

**Outreach:** D. Schwaniger has begun a monthly newsletter being sent to Huron Valley teachers, highlighting different library resources available.

## NEW BUSINESS

**Library Insurance:** The newspaper delivery person fell on her way into the Library. A Liability Claim for the MMRMA has been submitted.

**Strategic Planning:** Upgrades in technology, outdoor spaces and building operations are being considered.

**Personnel:** F. Schmidt has been hired as part-time clerk in circulation. Discussed a 4% increase in the salaries of two current multi-departmental staff members.

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

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

**Public Comment:** None

**Adjournment:** C. Hamill moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:25 pm.

Respectfully Submitted,

Cindy Dombrowski