

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

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

Members Absent: K. Polidori

Guest: None

The Highland Township Library Board meeting was called to order at 5:41 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: J. Matthews moved and J. Gaglio seconded to approve the Board Meeting minutes of February 2, 2021. Roll call - unanimous vote; motion carried.

Bills: Total bills for February, 2021 are \$26,264.19. Total bills for March, 2021 are \$36,058.74 with the addition of 2 Moms & A Mop, Applied Imaging, Digital Document Store, DTE Energy, Office Depot Business Credit, Spinal Column and T-Mobile, when received.

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

Director's Report: Available for review.

Communications: Board President, D. Mecklenborg, received a letter from S. Rice in Youth Services expressing appreciation to the Board for approving the installation of the UV filtering system.

UNFINISHED BUSINESS

Library Network Update: Digital magazines moved from RBdigital to the Libby app, becoming part of our OverDrive collection. This will make it more convenient to have access to e-magazines, e-books and e-audiobooks all in one place via OverDrive/Libby.

Building Maintenance: J. Werthman has been dealing with shutting off water in the staff area overnight to help prevent pipe freezes when temperatures are in the single digits. He has also been up on the roof, chopping free ice that caused the meltwater to back up and drip in the foyer entryway. Goyette installed air purification devices and performed regular quarterly maintenance.

Strategic Planning: Hotspots are working well; will be adding three more hot spots, bringing the circulating total to seven. TLN has advised adding an exterior Wireless Access Point (WAP) to further enhance the wifi reach in the parking lot. The new TLN 3-year telecommunications contract, beginning July 1, will double bandwidth. Looking for an update on Chill at the Mill playspace budget/project.

Motion: C. Hamill moved and J. Matthews seconded to proceed with the purchase and installation of the exterior WAP as proposed. Roll call - unanimous vote; motion carried.

Pandemic Response: Indoor, in-person public meetings remain prohibited through at least March 29. Installation of the air purification devices is complete.

Patio Furniture: Received an estimated ship date of early April for the new patio furniture from Library Design.

Phone System: Working through basic phone operations, including an abundance of complicated programming and setup issues.

Employee Assistance Program (EAP): TLN received quotes from both Ulliance and All in One Health. All In One Health offered a mental health support and life management concierge service within range for almost any TLN library.

Motion: J. Matthews moved and C. Hamill seconded to proceed with EAP support for the library staff as discussed, for one year. Roll call – unanimous vote; motion carried.

NEW BUSINESS

Public Comment: None

Adjournment: C. Hamill moved and J. Matthews seconded to adjourn. Meeting adjourned at 6:22 pm.

Respectfully Submitted,

Cindy Dombrowski