

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, April 4, 2023**

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

**Members Absent:** J. Gaglio

**Guest:** A. Huang , J. Kim, M. Kraine , M. Miller (ZOOM participant)

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

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

**Motion:** J. Matthews moved and K. Polidori seconded to approve the amended Board Meeting minutes of March 7, 2023. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for March, 2023 are \$38,739.02. Total bills for April, 2023 are \$31,784.36, with the addition of Applied Innovation, Custom Plus, Digital Document Store, DTE Energy, T-Mobile, when received.

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

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

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

**Communications:** Letters of appreciation regarding Ukrainian Easter Eggs and the Seed Library were shared.

## **UNFINISHED BUSINESS**

### **Strategic Planning**

**Outreach:** UM students presented the Board with a preview of their suggested website design. The director attended a DSLRT meeting in Auburn Hills. A topic of discussion was the possibility /feasibility of getting an electronic charging station at the Library.

**Partnerships:** ETON Academy confirmed that a new tutor will be trained and scheduled for tutoring in the Library. The Seed Library is officially open, thanks to A. Ireland, in partnership with other Library of Michigan seed libraries and the Highland Township Garden Club. Friends of the Library purchased books, to be included in birthday bags from Community Sharing food distribution. The Oakland County Historical Commission will display posters in the adult area of the Library, above the table used for puzzles.

**Marketing:** Friends of the Library approved almost \$6,000 worth of grants for Library projects including: Comic Con, Summer Reading, Library Swag and Oakland County Parks Go Adventures for the summer. The Library is advertising twice in the Milford Messenger (Milford High School), before the school year ends.

**Book Challenges:** There has been a 34% increase in banned books in the last year. Librarians around the country have told of being harassed and threatened with violence or legal action.

**Building Maintenance:** Goyette suggested to update the boiler and the AC Unit before purchase of a generator. Three quotes have been received for a generator. Several quotes have been received for a new security camera system.

**Motion:** C. Hamill moved and J. Matthews seconded to accept the bid for a new security camera system from SSD Cabling & Cameras as presented, contingent upon the approval of the Library Consultant. Roll call – unanimous vote; motion carried.

## **NEW BUSINESS**

**Audit:** N. White and the Director have finished their portion of the audit. Bredernitz, Wagner & Co. has completed the in-house research.

**Policy:** A. Seurnyck, the Library lawyer, has completed wording on the meeting room policy.

**Personnel:** D. Dittmar has agreed to step in as Deputy Director when B. Dunseth is unavailable. The Michigan Municipal Risk Authority highly recommends regular staff training in the area of cyber security; J. Fenton will be taking a class on cyber security through TechSoup.

**May Meeting:** The May 2, 2023 Library Board meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** J. Matthews moved and C. Hamill seconded to adjourn. Meeting adjourned at 6:46pm.

Respectfully Submitted,

*Cindy Dombrowski*