

**Highland Township Public Library
Board Meeting Minutes
Tuesday, April 5, 2022**

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

Members Absent: C. Dombrowski

Guest: None

The Highland Township Library Board meeting was called to order at 5: 37 PM by D. Mecklenborg.

Motion: C. Hamill moved and K. Polidori seconded to approve the agenda. Unanimous vote; motion carried.

FYI: Budget report available for review.

Motion: K. Polidori moved and J. Gaglio seconded to approve the Board Meeting minutes of March 1, 2022. Roll call - unanimous vote; motion carried.

Bills: Total bills for March 2022 are \$36,584.85. Total bills for April 2022 are \$40,958.41 with the addition of Applied Imaging, Digital Document Store, DTE Energy, and The Library Network when received.

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

Director's Report: Available for review.

Communications: J. Fenton received positive input regarding what the Library has to offer. "The Storied Lakes Of Highland" was well attended in person as well as online.

UNFINISHED BUSINESS

Library Network: TLN updated the library staff and patron computers. Received the ARPA Surface Laptops, bringing the total laptops to four. A new policy has been created for these items because they are so much more expensive to replace. Looking into vendors who can help with the Library website redesign.

Pandemic Response: The public health advisor regarding mask usage in most indoor public settings and K-12 schools has been updated. The Library is in Stage 6 of the reopening plan.

Building Maintenance: Country Side plumbing replaced an automatic flush in a handicapped stall. Goyette changed the humidifier filter in the HVAC system. The elevator needs a smoke detector test and new fuse. There is a leak in the skylight in the circulation area.

Furniture: Staff decided the Witt Chair is preferable for office use. In need are 15 office chairs and 80

chairs in the Community rooms. New tables for the small study room and the Center Room are needed.
Motion: C. Hamill moved and K. Polidori seconded to approve the purchase of chairs as necessary, not to exceed the amount of \$24,000. Roll call - unanimous vote; motion carried.

Strategic Planning: Considering a tutoring program at the library. A coffee machine and cart has been purchased. “Press and Scoop” offered to sell coffee beans. Still in need are volunteers to assist with the Coffee Service. L. Phillipson, D. Dittmar, D. Schwanager will be attending the Parent Resource Night for H.V.S. Schools in April. The Library will be represented at the Highland Founders Day Parade on May 21st.

Library Policy: Attorney recommends materials selection policy be updated to allow challenges from *only* Highland Twp. residents.

NEW BUSINESS

Programming: D. Dittmar is partnering with HVCA to offer a screening of “Warrior Lawyers”, and will also have a drop-in program Community Quilt workshop program.

Personnel: B. Hepke’s health is improving. Discussed an adjustment in pay scale to reflect the new rates for Clerk/Aide, Supervisor Clerk and Paraprofessionals.

Motion: C. Hamill moved and K. Polidori seconded to accept the agreed upon pay increase for Clerk/Aide, Supervisor Clerk and Paraprofessionals Staff. Roll call - unanimous vote; motion carried.

May Meeting: The Board Meeting on May 3, 2022 will be held in the Community Room, at 5:30 PM.

Public Comment: None

Adjournment: J. Gaglio moved and K. Polidori seconded to adjourn. Meeting adjourned at 6:41 PM.

Respectfully Submitted,

Jill E Matthews