

**Highland Township Public Library  
Electronic Board Meeting Minutes  
Tuesday, April 6, 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 5:31 pm by D. Mecklenborg.

**Motion:** J. Matthews moved and C. Hamill 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 March 2, 2021. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for March, 2021 are \$43,014.53. Total bills for April, 2021 are \$31,870.69 with the addition of Applied Imaging, Comcast, DTE Energy, Peachstate Hobby Distributors, Steve's Locksmith, when received.

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

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

**Communications:** Correspondence with Simbrix founder, "Mr. Simbrix" and with UNC MLS student.

### **UNFINISHED BUSINESS**

**Library Network Update:** TLN has installed a new firewall as well as the new Wireless Access Point (WAP) for expanded Wi-Fi access.

**Building Maintenance:** J. Gaglio registered for a webinar on Meraki security camera devices from the Library Network. Mulching is on hold per assessment by K. Polidori.

**Strategic Planning:** Tech and outdoor use projects are in progress. Patio furniture and exterior WAP are on target.

**Pandemic response:** Covid 19 case numbers in Michigan are alarming. Remaining with virtual meetings is allowable per Highland Township resolution declaring coronavirus local state of emergency. Quarantine periods for materials per TLN libraries range from 24 hours to 6 days. A

general policy is in place regarding full and part time sick leave to help with required quarantines; enabling remote access to files for staff may also help with the situation.

**Patio Furniture:** Projected date for installation is the end of April.

**Phone System:** E-911 compliance is still outstanding and required by year-end. Further training is forthcoming on how to use the system remotely.

**Employee Assistance Program (EAP):** This should be in effect as of May 1 and is eagerly anticipated.

## **NEW BUSINESS**

**People Counter:** Recommendation is to replace the current counter, which has failed.

**Motion:** J. Matthews moved and C. Hamill seconded to approve the replacement of the sensors and counter with Sensource, at the agreed upon price. Roll call - unanimous vote; motion carried.

**Founders Day:** Discussion regarding parade participation in the Highland Township Founders Day event on May 15.

**Public Comment:** None

**Adjournment:** J. Matthews moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:15 pm.

Respectfully Submitted,

Cindy Dombrowski