

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, May 3, 2022**

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

**Members Absent:** J. Matthews

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:36 pm by D. Mecklenborg.

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

**Motion:** K. Polidori moved and J. Gaglio seconded to approve the Board Meeting minutes of April 5, 2022. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for April, 2022 are \$44,521.84. Total bills for May, 2022 are \$32,941.55 with the addition of 2 Moms & A Mop, Applied Imaging, Digital Document Store, DTE Energy, Goyette Mechanical, Lawson Printers, when received.

**Motion:** K. Polidori moved and J. Gaglio seconded to approve the April, 2022 and May, 2022 bills. Roll call - unanimous vote; motion carried.

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

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

**Communications:** L. Phillipson and the youth department created a partnership with Genisys, Michigan Money Smarts Money Kids Read Program, the Consumer Financial Protection Bureau, and the Michigan Credit Union League and Affiliates, to provide kits with a finance theme. Friends of the Library Book Sale made \$6,200. After witnessing one of the cashiers “donate” a used children’s book to a patron, several library patrons contributed to a “kindness fund” to help people who cannot afford the prices at the Friends Book Sale.

## **UNFINISHED BUSINESS**

**Library Network:** ARPA Surface Laptops and hotspots will begin circulating in May.

**Building Maintenance:** Otis Elevator completed the Smoke Detector Testing and replaced the fuse in the elevator system. The leak in the circulation area skylight will be corrected by Discount Skylight LLC, when weather permits. A leak in the deep storage area damaged some of the Friends materials.

**Furniture:** Community Room chairs have been ordered. Presently working with Library Design to choose material for office chairs. Decided to reupholster middle study room chairs.

**Strategic Planning:** B. Johnson and M. Davis will be talking with the Director regarding summer and fall tutoring options.

J. Matthews experimented with coffee sales. Regular days/times for volunteers and sales are yet to be established.

Founders Day Parade is May 21<sup>st</sup>. The Huron Valley Schools Family Fun Festival is on June 4<sup>th</sup> at Milford High School. The Library will be represented by D. Schwaniger and M. Geisler. The Library purchased chip clips for the 20<sup>TH</sup> Anniversary Celebration on June 8. The Library will partner with the DDA to offer a classical concert at Veterans Park on June 28<sup>th</sup>. In the future, additional concerts on the Library patio will feature accomplished student musicians.

Discussed the “Materials Selection Policy” and the “Request for Reconsideration of Library Materials” form.

**Motion:** K.Polidori moved and C. Hamill seconded to accept the revised “Request for Reconsideration of Library Materials” form as presented. Unanimous vote; motion carried.

## **NEW BUSINESS**

**Library Resources:** D. Ditmarr reviewed a trial subscription for Kanopy services. Kanopy is owned by Overdrive and can be found through the Libby app, if the Library chooses to subscribe. Budgeting can be shifted from cancelled services to Kanopy, if that service is chosen.

**Fax charge:** Discussion regarding changing the charge to use Fax service.

**Motion:** C. Hamill moved and J. Gaglio seconded to change the charge to use the Fax to \$1.00. Roll call - unanimous vote; motion carried

**State Aid:** The first State Aid amount was more than anticipated.

**Personnel:** Because B. Hepke’s health is still compromised, the Library is looking into other options to fill his position. K. Mintus has accepted the position as Head of Circulation. We are looking into hiring a part time circulation staff member. EAP (Employee Assistance Program) has been cancelled for the staff, for lack of use and interest. Discussed adapting the work from home policy.

**June Meeting:** The Board Meeting on June 6, 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 6:37pm.

Respectfully Submitted,

*Cindy Dombrowski*