

**Highland Township Public Library
Electronic Board Meeting Minutes
Tuesday, May 4, 2021**

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

Members Absent: None

Guest: None

The Highland Township Library Board meeting was called to order at 5:32 pm by D. Mecklenborg.

Motion: K. Polidori moved and J. Gaglio 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: C. Hamill moved and J. Gaglio seconded to approve the Board Meeting minutes of April 6, 2021 as corrected. Roll call - unanimous vote; motion carried.

Bills: Total bills for April, 2021 are \$35,179.59. Total bills for May, 2021 are \$53,593.38 with the addition of Applied Imaging, Comcast, DTE Energy, Frontier, Spinal Column, Steve's Locksmith, Telnet Group Inc., when received.

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

Director's Report: Available for review.

Communications: K. Perrin spoke about his wife and their love for the Library.

UNFINISHED BUSINESS

Library Network Update: M. Vela installed a new firewall enabling staff to access Highland Library server files remotely. The Employee Assistance Program (EAP) began on May 1, 2021. TLN is researching choices for new network AV (antivirus) software.

Building Maintenance: The SenSource people counter became operational on April 19, 2021. Goyette performed quarterly spring maintenance. A supply fan base was repaired. The humidification canister needed replacement; humidification is one of the engineering controls recommended for COVID protection.

Strategic Planning: Continued progress is being made for Chill at the Mill, which will expand the outdoors. The patio furniture is in place and looks fabulous.

HCRT: The Highland Community Roundtable met on April 13. The township is working with a sign company to come up with designs for the 3 “Welcome to Highland” signs, 2 park signs and the Library sign.

Pandemic response: The Highland Township’s local declaration of COVID emergency allows the Library Board to continue meeting virtually. MiOSHA announced April 13 that the emergency rules issued in October will be extended until October 14, 2021. The extension means that we will continue to operate as we have, following restrictions such as mask wearing and social distancing. Quarantine periods for library materials are still in place and overdue fines are still suspended. The Library of Michigan is working on plans to distribute ARPA (American Rescue Plan Act) funding to Michigan libraries.

Founders Day: The Founders Day parade has been cancelled. Options for a “virtual” commemoration are being explored.

NEW BUSINESS

Budget/Finance Update: Automatic or online bill payment for any/all bills is being considered. C. Hamill, N. White and j. halloran attended a webinar on the Chart of Accounts update, which will be in place for the 2022 Budget presentation in September.

LSTA Grant Award: B. Dunseth was informed her summer grant application was successful. The Library is awarded a 2021 LSTA Public Library Service grant through the Library of Michigan for “Osmo”, an educational game system for iPad.

Personnel: It is the Library Board’s responsibility to hire the best director they can afford for the position. With that said, j.halloran, the library’s director for the past 30 years, announced she will be retiring before the end of the 2021 year. Considerations in planning the transition process and steps along the timeline to a new director were discussed.

Public Comment: None

Adjournment: J. Matthews moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:55 pm.

Respectfully Submitted,

Cindy Dombrowski