

**Highland Township Public Library
Electronic Board Meeting Minutes
Tuesday, June 1, 2021**

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

Members Absent: J. Matthews

Guest: None

The Highland Township Library Board meeting was called to order at 5:40 pm by D. Mecklenborg.

Motion: K. Polidori moved and C. Hamill seconded to approve the agenda as amended. 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 K. Polidori seconded to approve the Board Meeting minutes of May 4, 2021. Roll call - unanimous vote; motion carried.

Bills: Total bills for May, 2021 are \$60,090.83. Total bills for June, 2021 are \$28,083.09 with the addition of 2 Moms & A Mop, Allegra Print & Imaging, Applied Imaging, Digital Document Store, DTE Energy, when received.

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

Director's Report: Available for review.

Communications: Oakland County Board of Commissioners is extending its prices for drinking water bottle filler stations to local governments and libraries.

UNFINISHED BUSINESS

Library Network Update: TLN is evaluating AV (antivirus) software for a new contract to begin in September or October. Fines will remain suspended so long as some libraries are still quarantining returned materials. The library will transition to a new public catalog format known as FRBR, which groups items with the same intellectual content together, regardless of format.

Building Maintenance: The seasonal carpenter bees are back. Oakland County is scheduled to investigate why the water meter has stopped working.

Strategic Planning: The most important strategic goal for the Board right now is to hire the best director.

Review of the Goals set for strategic planning in 2016-2017:

- Fund essential technology purchases
- Build library presence and recognition within the community
- Develop outdoor space around the library

Highland Community Roundtable: A final fundraiser and the opening for Chill at the Mill are targeted for September.

Pandemic response: The CDC recommendations and Michigan mask order change has created a confusing and challenging environment. Ford donated hundreds of box filters to TLN for distribution to public libraries. Studies have shown increasing air filtration in closed spaces helps reduce particulate concentration. Signage will be updated as the library moves to “Stage 5”, which is “Open with Precautions.”

Motion: C. Hamill moved and J. Gaglio seconded to update the pandemic response plan to include state and local orders. Unanimous vote; motion carried.

Founders Day: B. Dunseth, T. Flowers and E. Beach spearheaded a virtual project to take viewers on a short walking tour through historic Highland Station and learn the stories behind several local landmarks.

Personnel: Procedures to consider in the selection of a director were discussed.

Motion: J. Gaglio moved and C. Hamill seconded to move forward to form a subcommittee regarding the expectations, job description and considerations for hiring of a library director. Roll call - unanimous vote; motion carried.

NEW BUSINESS

July Meeting: The July Board meeting will be virtual, on Tuesday, July 6, 2021 at 5:30 pm.

Request for Reconsideration Form: A request was submitted to remove a book of poetry from the library.

Motion: K. Polidori moved and C. Hamill seconded to deny the request for reconsideration of removal of the book and to retain the book at the library. Unanimous vote; motion carried.

Public Comment: None

Adjournment: C. Hamill moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:57 pm.

Respectfully Submitted,

Cindy Dombrowski