

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, June 7, 2022**

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

**Members Absent:** K. Polidori

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:34 pm by D. Mecklenborg.

**Motion:** J. Matthews moved and J. Gaglio seconded to approve the agenda. Unanimous vote; motion carried.

**Motion:** J. Matthews moved and C. Hamill seconded to approve the Board Meeting minutes of May 3, 2022. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for May, 2022 are \$45,093.78. Total bills for June, 2022 are \$55,049.14, with the addition of 2 Moms & A Mop, Applied Imaging, Demco, Inc., Digital Document Store, DTE Energy, Library Network, Spinal Column, when received.

**Motion:** C. Hamill moved and J. Matthews seconded to approve the May, 2022 and June, 2022 bills. Roll call - unanimous vote; motion carried.

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

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

**Communications:** A patron suggested reestablishing the ability to donate magazines; a table will be in the copy room in order to restart the magazine exchange. D. Dittmar was thanked for her help with a patron to scan and send pictures. J. Fenton, L. Phillipson, M. Geisler and A. Ireland received notes of appreciation. The library was used as a venue for prom pictures.

**UNFINISHED BUSINESS**

**Library Network:** TLN recommends replacement of our servers, at a cost of \$3,904.20.

**Motion:** C. Hamill moved and J. Matthews seconded to replace the Library servers at the agreed upon price. Roll call - unanimous vote; motion carried.

**Building Maintenance:** Several companies recommend replacement of the skylight rather than sealing. The refinishing of the main library door is complete.

**Motion:** C. Hamill moved and J. Matthews seconded to accept the bid from Rashid Construction for \$15,320.00 for removal of 5 skylights and installation of 5 curb mount skylights. Roll call - unanimous vote; motion carried.

**Furniture:** Community Room chairs have been delivered. Study Room chairs will be reupholstered. Discussed refurbishing the graphic novel area to add additional shelving for that genre. The Center Room could be made into a “flex space” for multiple purposes.

**Motion:** J. Matthews moved and J. Gaglio seconded to allocate \$10,910.00 to refurbish the graphic novel area. Roll call - unanimous vote; motion carried.

**Motion:** J. Matthews moved J. Gaglio seconded to allocate \$11,206.00 to transform the Center Room to a “flex space” that can be used for multiple purposes. Roll call - unanimous vote; motion carried.

**Strategic Planning:** Community Sharing will begin tutoring in the Library during the summer. B. Johnson suggested purchasing a Fountas and Pinnell set of books as well as some small white boards, to make tutoring easier. Discussed adding a paragraph to the “Work From Home Policy” to include guidance for working from home during non-emergency situations. Kanopy is now available to patrons on the Libby app and on the Library homepage.

**Motion:** J. Matthews moved and C. Hamill seconded to accept the added paragraph to the “Work From Home Policy” as amended. Roll call - unanimous vote; motion carried.

## **NEW BUSINESS**

**Library Services:** Fax service is available for \$1.00 but the staff is looking into options to correct the low success rate of sending faxes. The public copy machine needs to be replaced.

### **Personnel:**

The new Building Maintenance Coordinator, R. Griffon, will begin working on June 20, 2022. Interviews are being conducted for a part-time circulation position.

**July Meeting:** The Board Meeting on July 5, 2022, will be held in the Community Room, at 5:30pm.

**Public Comment:** None

**Adjournment:** C. Hamill moved and J. Matthews seconded to adjourn. Meeting adjourned at 6:24 pm.

Respectfully Submitted,

*Cindy Dombrowski*