

**Highland Township Public Library
Electronic Board Meeting Minutes
Tuesday, July 6, 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 5:33 pm by D. Mecklenborg.

Motion: J. Matthews moved and K. Polidori 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 June 1, 2021. Roll call - unanimous vote; motion carried.

Bills: Total bills for June, 2021 are \$37,913.18. Total bills for July, 2021 are \$30,849.60 with the addition of Applied Imaging, Comcast, Digital Document Store, DTE Energy, Postmaster, and Spinal Column, when received.

Motion: J. Matthews moved and K. Polidori seconded to approve the June, 2021 and July, 2021 bills. Roll call - unanimous vote; motion carried.

Director's Report: Available for review.

Communications: The “Unity Project” art display, a collaboration of the HVCA, HWLBA and the DDA, was installed.

UNFINISHED BUSINESS

Library Network Update: TLN has adjusted the Envisionware settings to return the library to how Internet sessions were handled for patrons during pre-pandemic times. The TLN “Download Destination” group (DD) is considering participation in a statewide OverDrive Reciprocal Lending Agreement (RLA). CARL recently had a webinar on a simple, economical approach to offering self-checkout.

Building Maintenance: Backflow prevention testing has been completed. Slate floor tile and grout cleaning plus floor sealing was performed by Hagopian. There is a desire to investigate changing the current cleaning service. OCWR checked the water meter and found it in working order. The septic tank has been cleaned. Several more Ford filtration box fans were added to various rooms.

Strategic Planning: Staffing issues are a priority.

Highland Community Roundtable: The June 22, 2021 meeting was cancelled.

Pandemic response: The State of Michigan rescinded MDHHS emergency orders, effective June 22, 2021. Most libraries are continuing to follow MiOSHA precautions for now (screening, distancing and unvaccinated wearing masks).

Personnel: A director-hiring subcommittee consisting of J. Matthews, C. Dombrowski and K. Polidori, met on June 8 to discuss job description and posting. The subcommittee met on July 1 to discuss interview questions. Further considerations for the director hiring process were discussed. The director position will be posted with a closing date of July 23, 2021.

NEW BUSINESS

ARPA Grants: ARPA funding is being handled by the Library of Michigan. Area of consideration is to apply for an outreach book-van. The board supports moving forward with the application for a book-van grant. Several fund reserve commitments were discussed.

Audit: The library bookkeeper has forwarded the Quickbooks file to the auditor. The library director sent a draft of the Management Discussion and Analysis narrative to the auditor. On-site fieldwork was conducted on June 23.

Drinking Fountains/Water Bottle Filling Stations: A Goyette plumber analyzed the fountains on each floor, in regards to creating a drinking water station. This is to compare with the information previously provided by Oakland County for drinking water stations.

Motion: K. Polidori moved and C. Hamill seconded to purchase 2 fountain-plus-water-bottle-filling-stations for the agreed upon purchase/installation price of \$6,400 from Goyette Mechanical. Roll call - unanimous vote; motion carried.

Budget: 2021 Amendment & 2022 Draft: A mid-year budget correction as well as a 2022 draft was not ready for approval.

August Meeting: The August Board meeting will be in the Community room on Tuesday, August 3, 2021 at 5:30 pm.

Public Comment: None

Adjournment: C. Hamill moved and J. Matthews seconded to adjourn. Meeting adjourned at 6:50 pm.

Respectfully Submitted,

Cindy Dombrowski