

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, July 11, 2023**

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

**Members Absent:** None

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:36 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 K. Polidori seconded to approve the Board Meeting minutes of June 6, 2023. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for June, 2023 are \$40,483.25. Total bills for July, 2023 are \$34,354.04, with the addition of Applied Innovation, Digital Document Store, DTE Energy, JMHR Group, when received.

**Motion:** J. Matthews moved and C. Hamill seconded to approve the June, 2023 and July, 2023 bills. Roll call - unanimous vote; motion carried.

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

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

**Communications:** Online article from *Oakland County Times.com* shared, regarding Highland Township Library's "Awesome Collection".

## **UNFINISHED BUSINESS**

**The Library Network:** TLN Shared Automation System Committee is recommending a 2 year renewal of CARL.

**Building Maintenance:** JMHR has ordered 2 doors to be installed upon arrival. Security system cameras have been adjusted and are working well. 9 areas of the pavers are in need of repair, at a cost of \$1,100. Otis Elevator will replace and reset the elevator "rest mode" to correct a mislabeled button in braille. One phone has been replaced. Carpet, upholstery and tile floors were cleaned by Hagopian.

**Motion:** C. Hamill moved and J. Mathews seconded to accept the bid from John's Cement as presented, to repair pavers. Roll call - unanimous vote; motion carried.

## **Strategic Planning**

**Website Redesign:** Proposals for the website redesign from five companies are being considered,

with a price range from \$7,145 - \$16,200. L. Phillipson explained what to look for when considering updating a website.

**Partnerships:** D. Dittmar, A. Ireland and the Director attended the Open House at Magnetic Products. D. Dittmar worked with the HOT Robotics team to offer a BristleBot program. S. Rice borrowed items from the Laura Ingalls Wilder Historic Home & Museum, to display at the Library. The Seed Library has 150 members and has given away 810 seed packets.

**Outreach:** C. Buehner and the Director represented the Library at the Highland Red, White and Blue Festival. D. Schwaninger made presentations at schools to promote summer reading.

**Book Challenges:** Libraries across Michigan and the country continue to experience book challenges.

## **NEW BUSINESS**

**Risk Management:** Michigan Class will send an email to all authorized signers on the Library account every time a transfer or other activity occurs.

**Policy:** Recommendations from A. Seuryneck, the Library lawyer, for the use of the Library Meeting Room, were shared and discussed. Decision on adopting this policy is tabled to the next Board Meeting.

**Renewals:** The tutoring service, Brainfuse, has agreed to renew the Library subscription at the same price as last year.

**Personnel:** W. Maertens has returned to work. W. Maertens will be leaving the Library as of July 26, 2023.

**August Meeting:** The August 1, 2023 Library Board meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** J. Mathews moved and C. Hamill seconded to adjourn. Meeting adjourned at 6:38 pm

Respectfully Submitted,

*Cindy Dombrowski*