

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, August 3, 2021**

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

**Members Absent:** K. Polidori, J. Gaglio

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:45 pm by D. Mecklenborg.

**Motion:** J. Matthews 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:** J. Matthews moved and C. Hamill seconded to approve the Board Meeting minutes of July 6, 2021. Roll call - unanimous vote; motion carried.

**Motion:** J. Matthews moved and C. Hamill seconded to approve the Special Board Meeting minutes of August 2, 2021. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for July, 2021 are \$34,035.98. Total bills for August, 2021 are \$38,344.54 with the addition of 2 Moms & A Mop, Applied Imaging, Cardmember Service, Comcast, Digital Document Store, DTE Energy, Library Network, and T-Mobile, when received.

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

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

**Communications:** Article from BOOKRIOT regarding “Demolishing Public Libraries...Warning” shared and discussed. Thank you note to Circulation staff and D. Dittmar shared.

## **UNFINISHED BUSINESS**

**Library Network Update:** The July TLN quarterly membership meeting was in Novi. The library is looking into CARL’s self-checkout option.

**Building Maintenance:** A major blockage due to a large quantity of “disposable” wipes had to be rectified by use of a water jet service; another cleanout of the septic tank was needed as a result. Service interruptions on July 26 and 27 demonstrated the flexibility of the staff. Goyette repaired issues with the Server Room AC and with an air purification device (AHU #1). A new cleaning person has been assigned to the library from 2 Moms and a Mop. Landscaping and paver issues were discussed.

**Motion:** J. Matthews moved and C. Hamill seconded to approve using Plumbers Service to install outside cleanout in sanitary line to provide full access to pipeline in the future for service, at the agreed upon price. Roll call – unanimous vote; motion carried.

**Strategic Planning:** Considering various building/furniture enhancements.

**Highland Community Roundtable:** The Chill at the Mill group is meeting at the library on August 5.

**Pandemic Response:** In light of the new CDC guidance, increased mask-wearing inside the Library has been evident.

**Personnel: Library Director:** A candidate interview was conducted on August 2. The interview process gave the candidate an opportunity to demonstrate qualifications, as well as preparedness to direct the library and serve the community.

**ARPA Grant:** B. Dunseth submitted a book-van grant application. The grant review results will be announced after late August.

## **NEW BUSINESS**

**Audit: FY 2020:** Received audit documents and returned those which were required to sign. The revision of the Chart of Accounts was discussed.

**Budget: FY 2022:** A draft of the FY 2022 budget was reviewed. Discussion on expenditures yet to be assigned or allocated to fund reserve.

**September Public Budget Hearing and Meeting:** The Public Budget Hearing will precede the September Board meeting on September 7, 2021, 5:50 pm. Both meetings will be held electronically.

**Generator Project:** The Board committed \$300,000 of fund reserve for a generator project in July, 2017. This project will be moving forward.

**Motion:** J. Matthews moved and C. Hamill seconded to approve the shared system online calendar as presented. Unanimous vote; motion carried.

**Public Comment:** None

**Adjournment:** J. Matthews moved and C. Hamill seconded to adjourn. Meeting adjourned at 7:02pm.

Respectfully Submitted,

Cindy Dombrowski