

**Highland Township Public Library
Board Meeting Minutes
Tuesday, August 9, 2022**

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

Members Absent: J. Gaglio, K. Polidori

Guest: None

The Highland Township Library Board meeting was called to order at 5:42 pm by D. Mecklenborg.

Motion: J. Matthews moved and C. Hamill seconded to approve the agenda as amended. Unanimous vote; motion carried.

Motion: J. Matthews moved and C. Hamill seconded to approve the Board Meeting minutes of July 5, 2022 as corrected. Roll call - unanimous vote; motion carried.

Bills: Total bills for July, 2022 are \$47,666.22. Total bills for August, 2022 are \$43,289.76, with the addition of Applied Imaging, DTE Energy, Guardian Sealcoat & Paving Co., when received.

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

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: A patron and a Library employee shared a recent article from BRIDGE.com regarding a west Michigan public library being defunded. J. Fenton, M. Geisler and C. Buehner received positive reviews from Tech Help By Appointment patrons. State Aid for Libraries was increased \$500,000 in the State of Michigan budget.

UNFINISHED BUSINESS

Library Network: Director B. Dunseth attended a Library network meeting to welcome the new Technology Services Manager, D. Dye.

Building Maintenance: Rashid Construction will begin work on the replacement of the Skylights in September. Gutters were cleaned by MDTH Services. Hagopian completed cleaning of the carpet and furniture. Guardian replaced two sewer basins and completed the parking lot seal coating and repair of the cracks.

Furniture: Two study room chairs are being reupholstered. Nesting tables that are height adjustable, for use by preschool age children up to adults, are being purchased instead of nesting chairs, for the small Center Room flex space.

Strategic Planning: The Library will work with Community Sharing to offer tutoring by appointment in the library. D. Schwaninger will monitor the sessions.

Redesigning the website is in progress.

The youth department has expanded the Spanish Language collection as part of its World Languages collection.

NEW BUSINESS

Audit: An on-site audit was conducted on July 6, 2022.

Library of Michigan Public Library Financial Management Cohort: B. Dunseth would like to attend the Public Library Financial Management online course, which is paid for by the Library of Michigan.

Motion: J. Matthews moved and C. Hamill seconded to allow B. Dunseth to attend the Public Library Financial Management online course. Roll call - unanimous vote; motion carried.

Budget 2023: A notice to advertise the Public Hearing for the FY 2023 Budget will appear in the Spinal Column on August 17, 2022. Discussed proposed budget for FY 2023.

Database Renewal: The subscription rate for Brainfuse will be reduced for the next two years. Hopefully with the start of the tutoring program in the fall and Community Sharing moving next to the Library, the Brainfuse program will get more use.

Library Services: The public copy machine has been purchased and installed. C. Buehner installed a Large Print keyboard for patrons with limited vision.

Personnel: A new Library page, C. Buchler, has been hired.

September Meetings: The Public Hearing for the 2023 Budget will be held in the Community Room, at 5:30 pm on September 6, 2022. The Library Board meeting will immediately follow the Public Hearing.

Public Comment: None

Adjournment: C. Hamill moved and J. Matthews seconded to adjourn. Meeting adjourned at 6:48 pm.

Respectfully Submitted,

Cindy Dombrowski