

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, September 5, 2023**

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

**Members Absent:** J. Gaglio

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:39 by D. Mecklenborg.

**Motion:** J. Matthews moved and K. Polidori seconded to approve the agenda as amended. Unanimous vote; motion carried.

**Motion:** K. Polidori moved and C. Hamill seconded to approve the Board Meeting minutes of August 1, 2023. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for August, 2023 are \$44,677.10. Total bills for September, 2023 are \$42,426.67, with the addition of 2 Moms & A Mop, Applied Innovation, Digital Document Store, Guardian, WT. Cox, when received.

**Motion:** J. Matthews moved and K. Polidori seconded to approve the August, 2023 and September, 2023 bills. Roll call - unanimous vote; motion carried.

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

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

**Communications:** Received positive feedback from B. Bossio regarding the summer tutoring sessions.

## **UNFINISHED BUSINESS**

**The Library Network:** TLN budget for the 2023-2024 year passed.

**Building Maintenance:** The building alarm was repaired. The Library experienced power outages on 8/15/23, 8/23/23 and 8/25/23. A Library patron and retired consultant, T. Landry, has offered to help with the HVAC design build RFP, and evaluation of proposals that are received.

### **Strategic Planning :**

**Website Redesign:** L. Phillipson, J. Fenton and the Director have met with Justin from WalkOne to discuss priorities for the new website.

**Partnerships:** The Sounds Like Summer concert, "The Mitten Strings", was funded by the Library, Friends of the Library and the Highland DDA. Discussed developing the outdoor space with the

addition of musical instruments in the park. Tutoring sessions with Oakland County through their Impact 100 grant, will continue into the fall and end in December, 2023.

## **NEW BUSINESS**

**Subscription:** Demco has indicated the company will not continue with the calendar software the Library has been using. C. Beuhner and K. Mintus are looking into options. The departure of Demco will help the Library move forward with allowing patrons to book their own meeting rooms.

**Fraud:** To encourage businesses to use Positive Pay, the bank has decreased the charge for this service from \$25 to \$10 per month.

**Policy:** The Meeting Room Policy is complete.

**Motion:** K. Polidori moved and J. Matthews seconded to accept the Meeting Room Policy as presented. Unanimous vote; motion carried.

**Personnel:** Discussed pay scale adjustments to reflect current hiring trends. Discussed additional raise this year to staff who are no longer eligible for annual raises.

**Motion:** C. Hamill moved and J. Matthews seconded to approved the proposed new pay scale as presented. Roll call; unanimous vote – motion carried.

**Motion:** C. Hamill moved and J. Matthews seconded to approve a 2% raise this year, for staff who are no longer eligible for a 4% raise and did not receive a pay increase for other reasons in the year 2023. Roll call; unanimous vote – motion carried.

## **Budget Resolution:**

**Motion:** C. Hamill moved and J. Mathews seconded to approve the Budget Resolution for FY 2024 to authorize the millage rate to be levied by taxing authorities. Roll call; unanimous vote – motion carried.

**Motion:** J. Matthews moved and C. Hamill seconded to approve the Appropriations Measure and adopt the annual budget for 2024 as presented and to authorize the Director to make transfers between appropriations during the fiscal year in amounts not to exceed 0.5% of the final budget. Roll call – unanimous vote; motion carried.

**October Meeting:** The October 3, 2023 Library Board meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** J. Matthews moved and K. Polidori seconded to adjourn. Meeting adjourned at 6:34 pm.

Respectfully Submitted,

*Cindy Dombrowski*