

**Highland Township Public Library
Electronic Board Meeting Minutes
Tuesday, September 7, 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 5:37 pm by D. Mecklenborg.

Motion: J. Gaglio moved and C. Hamill 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 C. Hamill seconded to approve the Board Meeting minutes of August 3, 2021. Roll call - unanimous vote; motion carried.

Bills: Total bills for August, 2021 are \$47,487.29. Total bills for September, 2021 are \$35,037.84 with the addition of Allegra Print & Imaging, Applied Imaging, Cardmember Service, Comcast, Digital Document Store, DTE Energy, and Respectful Removal, when received.

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

Director's Report: Available for review.

Communications: Friends of the Library will hold a used book sale on Saturday, September 18 and are planning a BIG Book Sale for October 13-16. C. Buehner and B. Dunseth installed an exhibit in the Storywalk, commemorating the 20th anniversary of the 9/11 attack.

UNFINISHED BUSINESS

Library Network Update: TLN Director S. Bowers visited Highland Township Library on August 4 and subsequently added photos from his visit to the TLN Facebook page.

Building Maintenance: Excavation and an exterior cleanout for the sanitary line have been added by R. Hamill. Water bottle filling stations are fully operational. J. Werthman will work with an electrician to investigate options for adding outlets to accommodate digital display monitors and a self-checkout location. A dead deer next to the library parking lot was removed by G. Cornellier of Respectful Removal.

Motion: K. Polidori moved and J. Matthews seconded to approve the contract submitted by Plants &

Patios, Inc. for the agreed upon amount, to resolve a trip hazard in the walkway as well as landscaping needs. Roll call - unanimous vote; motion carried.

Strategic Planning: Information for e-911 compliance has been added to the phone system.

Highland Community Roundtable: The CRT may be looking into building its next public event around a diversity, equity and inclusion event. Chill at the Mill planning meeting and Fall Play Date have been postponed to spring, 2022.

Pandemic Response: All staff members are encouraged to wear masks while in the library.

Personnel: B. Dunseth accepted the position of Library Director. B. Dunseth and j. halloran participated in a joint Q & A “One Minute Interview” for the Spinal Column. D. Schwaninger has been hired as a new part-time Project Coordinator in the Youth Department.

ARPA Grant: Library of Michigan (LM) is waiting for a supplemental appropriation bill from the Michigan legislature to proceed with ARPA grants.

NEW BUSINESS

Fines Policy: A review of the Fines Policy regarding whether to reinstate fines or not. Decision to do more research into various aspects of fine forgiveness.

Chart of Accounts: C. Hamill and bookkeeper N. White updated the Chart of Accounts (CoA) to meet the new GASB requirements.

Motion: K. Polidori moved and J. Matthews seconded to accept the proposed new Chart of Accounts, subject to further amendments upon the recommendation of the auditor. Roll call - unanimous vote; motion carried.

Budget: FY 2022: Review of the proposed FY2022 budget.

Motion: J. Matthews moved and K. Polidori seconded to approve the Budget Resolution for FY 2022 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 FY 2022 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 Board Meeting: The Board Meeting on October 5 will be held in the Community Room at 5:30pm.

Public Comment: None

Adjournment: C. Hamill moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:42 pm.

Respectfully Submitted,

Cindy Dombrowski