

**Highland Township Public Library
Board Meeting Minutes
Tuesday, October 3, 2023**

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

Members Absent: K. Polidori

Guest: None

The Highland Township Library Board meeting was called to order at 5:35 by D. Mecklenborg.

Motion: J. Matthews moved and J. Gaglio seconded to approve the agenda. Unanimous vote; motion carried.

Motion: J. Matthews moved and J. Gaglio seconded to approve the amended Board Meeting minutes of September 5, 2023. Roll call - unanimous vote; motion carried.

Bills: Total bills for September, 2023 are \$47,317.25. Total bills for October, 2023 are \$28,714.87, with the addition of Allegra Print & Imaging, Applied Innovation, Baker & Taylor Books, Consumers Energy, Digital Document Store, Jarrod Naessens, Landscape Escape LLC, Milford Public Library, T-Mobile, when received.

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

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: J. Fenton received positive feedback from H. Dombrowski regarding a computer help session. A thank you note was received from Cards for Hospitalized Kids. C. Hamill shared the Library Bill of Rights with the Board.

UNFINISHED BUSINESS

The Library Network: TLN tech group performed maintenance on the staff and public computers. Recommendations were made on which computers to replace.

Motion: J. Matthews moved and J. Gaglio seconded to purchase 3 new computers for Library use, at a cost not to exceed \$2,500. Roll call - unanimous vote; motion carried.

Building Maintenance: The staff entrance is now keyless. The North emergency exit, youth fireplace and upper level men's restroom have been plagued with bees and wasps. Thanks to R. Griffon and Guardian Pest Control, the situation is under control. Windows have been cleaned. The RFP was posted for the HVAC and Generator project.

Strategic Planning :

Website Redesign: C. Beuhner and K. Mintus have researched options for new calendar software. Staff felt LibraryMarket was the best option, because it is user friendly to both staff and patrons.

Motion: J. Matthews moved and J. Gaglio seconded to accept LibraryMarket for making room reservations and marketing/reserving a space in library programs. Roll call - unanimous vote; motion carried.

Partnerships: Volunteer tutoring, consisting of retired Huron Valley Schools teachers, has begun.

NEW BUSINESS

2024 Calendar: The schedule of holidays for the year 2024 was shared.

Motion: J. Matthews moved and J. Gaglio seconded to accept the 2024 Calendar as presented. Unanimous vote; motion carried.

Fraud: Positive Pay detected another “washed check”. Vendors paid on a regular monthly basis are being considered for online payments. Discussed having an ACH policy.

Motion: C. Hamill moved and J. Matthews seconded to accept the ACH policy as presented, to include a list of vendors that are paid regularly each month, being paid electronically. Roll call - unanimous vote; motion carried.

Policy: Huron Valley Bank highly recommends having less signers on the checking account.

Personnel: M. Durbin has been hired as a substitute librarian. R. Griffon will be on medical leave for 4 weeks.

Next Meeting: The November 7, 2023 Library Board Meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: J. Gaglio moved and J. Matthews seconded to adjourn. Meeting adjourned at 6:14 pm.

Respectfully Submitted,

Cindy Dombrowski