

**Highland Township Public Library
Board Meeting Minutes
Tuesday, October 4, 2022**

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

Members Absent: J. Gaglio

Guest: A. Ireland

The Highland Township Library Board meeting was called to order at 5:34 pm by D. Mecklenborg.

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

Motion: J. Matthews moved and C. Hamill seconded to approve the Board Meeting minutes of September 6, 2022. Roll call - unanimous vote; motion carried.

Bills: Total bills for September, 2022 are \$64,343.89. Total bills for October, 2022 are \$30,136.35, with the addition of 2 Moms & A Mop, Absopure Water Company, Applied Imaging, Digital Document Store, DTE Energy, Grunwell-Cashero Co., Landscape Escape LLC., when received.

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

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: A positive post was sent from Library patron, T. Swanson. A. Ireland relayed a very successful experience with the Brainfuse tutorial service. A. Raddi was thankful the Library was able to host the Numismatic Society Coin Appraisal Night.

UNFINISHED BUSINESS

Budget: A need to revise the budget resolution was discussed.

Policy: Discussed the creation of a Fund Balance Policy.

Motion: K. Polidori moved and J. Matthews seconded to adopt the Fund Balance Policy as presented. Roll call - unanimous vote; motion carried.

Library Network: Book vendor, Baker & Taylor, has recovered from their data breach. The Library server is in the process of being replaced.

Building Maintenance: The skylights have been replaced. The Director and R. Griffon are looking into the size, cost and possibilities for a building generator.

Furniture: The shelving, magazine tower and benches for the tween area have been installed. The reupholstered chairs are in service.

Motion: K. Polidori moved and J. Matthews seconded to reupholster 4 chairs in the treehouse area at a cost not to exceed \$6,000. Roll call - unanimous vote; motion carried.

Strategic Planning: Discussed the possibility of creating another strategic plan, which was established in 2017. Many goals have been met while some are still relevant and necessary as we attempt to respond to challenges and trends.

Outreach: A group of UM students will be working with the Library to redesign the website.

Newsletter: A template has been made for future electronic newsletters. J. Fenton and M. Geisler will be trained to add information to the newsletter each month.

Partnerships: Library Department Heads toured the new Community Sharing building.

NEW BUSINESS

Board Bylaws: The Library's lawyer, A. Seuryneck, advised revising the Bylaws to allow for public comment to exceed one hour, if necessary.

Motion: C. Hamill moved and K. Polidori seconded to accept the revised Section 4 Bylaws as presented. Roll call - unanimous vote; motion carried.

Marketing: The Highland Library Endowment Fund was established in partnership with Community Foundation for Southeast Michigan "To help the library impact future generations with library, historical, cultural and arts programs and related services." The fund organization recommended promoting this on the Library website, in emails, on social media and using print flyers.

Renewals: The Michigan Municipal Risk Management building insurance company renewal questionnaire is complete.

Personnel: The Director attended the DSLRT meeting in Shelby Township to discuss Oakland County's 2045 Forecast Summary. A substitute circulation department person is being hired. The Director has been accepted into the Public Library Financial Management Cohort through the University of Georgia.

November Meeting: The November 1, 2022 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 6:43 pm.

Respectfully Submitted,

Cindy Dombrowski