

**Highland Township Public Library
Board Meeting Minutes
Tuesday, October 5, 2021**

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

Members Absent: K. Polidori

Guest: None

The Highland Township Library Board meeting was called to order at 5:38 pm by D. Mecklenborg.

Motion: C. Hamill moved and J. Matthews 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 J. Gaglio seconded to approve the Board Meeting minutes of September 7, 2021. Roll call - unanimous vote; motion carried.

Bills: Total bills for September, 2021 are \$38,484.89. Total bills for October, 2021 are \$47,128.39 with the addition of Allegra Print & Imaging, Applied Imaging, Comcast, Digital Document Store, DTE Energy, Guardian, Library Network, and Loomis, when received.

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

Director's Report: Available for review.

Communications: The September 15, 2021 Spinal Column, "One Minute Interview" featured retiring Director j. halloran and incoming Director B. Dunseth.

UNFINISHED BUSINESS

Library Network Update: The new "FRBR" public catalog has been deployed. TLN has updated the antivirus software in the library.

Building Maintenance: Country Side Plumbing was contacted for an ongoing issue in the staff restrooms. J. Fenton captured and removed a squirrel. Landscape Escape, LLC has been contacted to provide some landscape maintenance.

Strategic Planning/ Highland Community Roundtable: Suspended as a standing Agenda item for now.

Pandemic Response: Most operations are back to normal. Business is gradually picking up but not yet to pre-pandemic times.

Personnel: B. Dunseth intends to clarify communications and expectations with J. Werthman regarding the maintenance position. B. Dunseth and j. halloran are moving through the Director transition process.

ARPA Grant: Still awaiting news on the ARPA grant, now that the state budget has been approved.

Fines Policy: Discussed fine policies from other surrounding libraries. Discussion regarding damaged materials.

Motion: J. Matthews moved and C. Hamill seconded to eliminate daily late fees but continue charges to cover lost and/or damaged items. Roll call - J. Matthews voted yes, C. Dombrowski voted yes, D. Mecklenborg voted no, C. Hamill voted yes, J. Gaglio voted yes; motion carried.

NEW BUSINESS

Furniture: Chairs: Discussion to determine how many chairs are needed as well as which chairs are needed for different purposes.

November Board Meeting: The Board Meeting on November 2, 2021 will be an electronic ZOOM meeting at 5:30pm.

Public Comment: None

Adjournment: J. Matthews moved and C. Hamill seconded to adjourn. Meeting adjourned at 6:47 pm.

Respectfully Submitted,

Cindy Dombrowski