

**Highland Township Public Library
Board Meeting Minutes
Tuesday, November 1, 2022**

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

Members Absent: C. Hamill, J. Matthews

Guest: None

The Highland Township Library Board meeting was called to order at 5:37 pm by D. Mecklenborg.

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

Motion: K. Polidori moved and J. Gaglio seconded to approve the Board Meeting minutes of October 4, 2022. Roll call - unanimous vote; motion carried.

Bills: Total bills for October, 2022 are \$37,435.53. Total bills for November, 2022 are \$52,183.88, with the addition of 2 Moms & A Mop, Amazon, Applied Imaging, Deluxe, Digital Document Store, DTE Energy, Grunwell-Cashero Co., Kanopy, Guardian, Loomis, Midwest Tape, Spinal Column, T-Mobile, Unifirst, when received.

Motion: J. Gaglio moved and K. Polidori seconded to approve the October, 2022 and November, 2022 bills. Roll call - unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: Article regarding Thomas Memorial Library, Cape Elizabeth, Maine, addressing concerns for use of library meeting rooms. The Huron Valley Community Coalition donated a Maker's Brick Wall and Magnetic Poetry Boards. Appreciation expressed from community regarding the wide array of items available for loan.

UNFINISHED BUSINESS

Budget: The Amazon Business Line of Credit has been closed, replaced by Amazon Pay by invoice option.

Policy: Discussed the need to update many of the Library's policies.

Library Network: Though initially resolved, issues with the wifi have been reoccurring. TLN plans to complete moving all files over to the new server in the near future.

Building Maintenance: Grunwell-Cashero has repaired one of the granite bases on the outside entrance. A proposal regarding the generator project is forthcoming.

Furniture: Library Design delivered the new tables and chairs for the Center Room. The township will take the old tables and chairs when the township building project is complete. A compromise has been agreed upon to reupholster the four lounge chairs at the quoted price.

Strategic Planning: An updated Strategic Plan was presented which explained what has been accomplished and what remains to be prioritized.

Newsletter: M. Geisler designed the November e-Newsletter.

Partnerships: The Director met with Freedom Works to see how the two entities can work together to give workers some volunteer opportunities and benefit the Library. The Director wrote a letter of support for the HDDA to help with a T-Mobile Hometown Grant.

Outreach: L. Philipson, J. Fenton and the Director met with UM students to discuss priorities for the website.

NEW BUSINESS

Book Challenges: C. Dombrowski attended a virtual training for Board Members on Navigating Material Challenges for Library Trustees. The Director attended a directors meeting which addressed the subject of book challenges. The Library's lawyer, A. Seuryneck, suggested the Library's policies will protect us in the case of a challenge.

Board Bylaws: The board bylaws have been updated to take out the time limit on public comment.

Library Insurance: A patron of the book sale on 10/14/22 passed out in the Lower Level women's restroom. She was taken to the hospital for observation.

Marketing: Endowment: The contribution form has been revised to make it more understandable for those wishing to contribute.

Personnel: H. Shoup has been hired as a substitute circulation department clerk.

December Meeting: The December 6, 2022 Library Board meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: J. Gaglio moved and K. Polidori seconded to adjourn. Meeting adjourned at 6:47 pm.

Respectfully Submitted,

Cindy Dombrowski