

**Highland Township Public Library  
Electronic Board Meeting Minutes  
Tuesday, November 2, 2021**

**Members Present:** J. Gaglio, C. Hamill, K. Polidori, and Director B. Dunseth Members

**Absent:** C. Dombrowski, J. Matthews, D. Mecklenborg

**Guest:** None

The Highland Township Library Board meeting was called to order at 5:32 pm by K. Polidori.

**Motion:** J Gaglio 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. MLN Strategic Plan.

**Motion:** C Hamill moved and J Gaglio seconded to approve the Board Meeting minutes of October 5, 2021. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for October, 2021 are \$74,272.84. Total bills for November, 2021 are \$33,879.36 with the addition of 2 Moms & A Mop, Applied Imaging, Digital Document Store, DTE Energy, Guardian, Loomis, and Midwest Tape, when received.

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

**Director's Report:** Available for review.

**Communications:** An article by L. Andreassi was shared regarding the Community Sharing organization breaking ground near the Library.

**UNFINISHED BUSINESS**

**Library Network Update:** There are a record number of job openings in libraries. Our updated pay scale from January 2020 seems to be in line with published rates but, may need to reexamine.

**Building Maintenance:** D. Clixby completed brick work to preclude the trip hazard near the Library entrance. Window cleaning scheduled for early November. Doors need restraining, not replacement.

**Fines Policy:** A reminder to Library patrons that despite the “fines free” status adopted by the Library Board, materials should be returned on a timely basis (15days) to accommodate the

needs of the community. The Library will be invoicing for “lost” items and nonpayment results in “shutdown” of library card.

**Furniture:** One study room is in need of a larger table and chairs. Ordering of Community Room chairs have been put on hold. Sample staff chairs will be provided for inspection, current chairs have been in service 20 years.

**ARPA Grant:** Our application was denied but it appears that TLN received a significant grant that will be spread amongst the Network members. Stay tuned.

## **NEW BUSINESS**

**2021 Budget Amendment:** Discussed amendment for 2021 budget.

**In-Service:** Speakers from Community Sharing, Freedom Works, David in our Youth Department (speaking for the schools), and Angela on our staff (speaking from a social worker background) to generate discussion on outreach and change. As a group exercise the staff will be tackling Yo Yo tricks (something new for everyone). The hope is that the exercise will help staff gain an understanding of empathy, a much needed skill for collaboration.

**Personnel:** Approved candidate (current employee) for Youth Services Department Head along with a 5% hourly increase in wage rate to recognize increased responsibility. Director’s compensation discussed and approved effective October 15th, 2021. Robert Hepke hired for position of Building Maintenance Coordinator starts November 4th for a 3 month trial, an experienced candidate that comes highly recommended. Robert will be available at least 10 hours/week.

**December Board Meeting:** The Board Meeting on December 7, 2021 will be at 5:30pm, via Zoom.

**Public Comment:** Will there be any holiday parties planned for the staff at the Library this year, keeping in mind Covid mitigation measures? Marion had suggested inclusion of an event with the Friends of the Library. As Board members we would also like to be included if an event is planned. Brenda will poll staff and express staff’s desire to attend an after hour evening at the next Board meeting.

**Adjournment:** Meeting adjourned at 6:29 pm via unanimous desire.

Respectfully Submitted,

Joe Gaglio