

**Highland Township Public Library
Board Meeting Minutes
Tuesday, November 7, 2023**

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

Members Absent: None

Guest: None

The Highland Township Library Board meeting was called to order at 5:33 pm 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 Board Meeting minutes of October 3, 2023. Roll call - unanimous vote; motion carried.

Bills: Total bills for October, 2023 are \$47,099.47. Total bills for November, 2023 are \$51,445.96, with the addition of Applied Innovation, Digital Document Store, Milford Public Library, Steve's Locksmith, Sweetwater Electric, when received.

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

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: S. Rice as well as the entire staff, expressed appreciation for a pay raise. Discussed an article, "After LGBTQ library fight, a Michigan town tries something new: compromise."

UNFINISHED BUSINESS

The Library Network: The topic of all libraries in TLN becoming "fine free" was discussed at the monthly director's meeting. (Highland Township Public Library is *already* fine free and implements automatic renewals!)

Building Maintenance: A contract for three years with Johnson Controls for fire monitoring services has been signed. The contract with TelNet, our new phone system, has been renewed for one year. Discussed having Ooma or the Fire Alarm monitoring company, replace the copper Plain Old Telephone System (POTS) lines. Discussed replacement of our UPS to provide battery backup for the servers when power is lost. Repair on the entrance cement walkway is complete. Discussed renovations needed for the circulation desk. Five companies have expressed a desire to submit bids on the HVAC & Generator project. A company will be chosen by December 15, 2023. T. Landry has volunteered to assist the director with interviews and making a final choice.

Motion: C. Hamill moved and J. Gaglio seconded to have TMobile replace the POTS lines with an Ooma AirDial, not to exceed \$3,000, which includes three years of service. Roll call - unanimous vote; motion carried.

Motion: J. Matthews moved and J. Gaglio seconded to replace the UPS to provide battery backup, at a cost of \$12,389.52. Roll call - unanimous vote; motion carried.

Motion: J. Matthews moved and C. Hamill seconded to renovate the circulation desk and purchase 2 chairs, at a cost not to exceed \$5,500. Roll call - unanimous vote; motion carried.

Strategic Planning

Website Redesign: J. Fenton and the Director met with a WalkOne representative to see the first wireframes of the proposed website redesign. C. Buehner, K. Mintus and the Director met with Library Market to discuss the steps needed to get the Calendar installed onto the new website.

Outreach: C. Buehner noticed that the new digitized Milford Times is difficult to read; the vendor will redo that part of the project.

Partnerships: Kindness Matters is a movement in Highland that is attempting to spread the concept of kindness in the Highland Community; materials have been placed around the Library to support the group. Several books, FINDING KINDNESS by D. Underwood, have been purchased along with a sticker project, for local preschools. The Friends fund this kind of community activity. The Friends have also enabled the Director to offer coffee daily during the month of October.

NEW BUSINESS

Fraud: Account signers on the Library Money Market account will be changed, to reduce risk.

Policy: The Library Bill of Rights was adopted in 1939 and last amended in 2019. The document was meant to safeguard the rights of library users and librarians in accordance with the First Amendment. In accordance with the Library Policy, the Public Notice Bulletin Boards and Public Information Racks Policy does not allow for people to place materials around the library without approval. The Library treats every publication the same and only declines materials if they include profanity, harassment, discrimination, etc. as described in the Policy.

Personnel: H. Patterson has agreed to help with marketing. K. Mintus has announced her intent to retire on December 31, 2023.

In-service topic will be Bibliotherapy, which is an effort to make use of the treasures within staff and inside books, to help people enhance their well-being and better understand themselves as well as others.

December Meeting: The December 5, 2023 Library Board meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: J. Matthews moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:32 pm.

Respectfully Submitted,

Cindy Dombrowski