

**Highland Township Public Library
Board Meeting Minutes
Tuesday, December 6, 2022**

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: C. Hamill moved and J. Matthews seconded to approve the agenda. Unanimous vote; motion carried.

Motion: K. Polidori moved and J. Gaglio seconded to approve the Board Meeting minutes of November 1, 2022. Roll call - unanimous vote; motion carried.

Bills: Total bills for November, 2022 are \$77,975.62. Total bills for December, 2022 are \$47,302.11, with the addition of Applied Innovation, Digital Document Store, DTE Energy, Guardian, Health Alliance Plan, when received.

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

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: The MLA issued an article addressing its dismay regarding the defunding of the Patmos Library in Jamestown, Michigan. Dearborn Public Schools has decided to keep some controversial books while removing others. A patron attributes his son's success in reading to his time spent at the Library.

UNFINISHED BUSINESS

Budget: Discussed the Budget Memo sent from Director B. Dunseth, to the Library Board.

Library Network: TLN is having trouble transferring information from one server to the other. TLN updated both staff and public computers. 20 years after its inception, over 3 billion digital books have been checked out from OverDrive through Libraries.

Covid: The Director, B. Dunseth, has applied to be considered a Covid Test Distribution site.

Building Maintenance: Grunwell-Cashero has repaired the granite bases on the outside entrance. The string of lights in the youth department over the Boy Statue is being replaced.

Furniture: Four chairs have been recovered. Library Design can replace the top of the credenza in the Community Room for \$590.

Motion: C. Hamill moved and J. Matthews seconded to replace the top of the credenza in the Community Room at the agreed upon price. Roll call - unanimous vote; motion carried.

Strategic Planning

Outreach: L. Philipson, J. Fenton and the Director meet with UM students to discuss priorities for the website on a biweekly basis. The patron survey about the website is complete.

Partnerships: Freedom Works visits the Library every week to dust shelves. The Community Quilt, made by volunteers, is on display until it can be moved to the remodeled township building. Students and tutors will meet twice/month from January – May.

NEW BUSINESS

In-Service: The Library annual in-service day was on November 11th. Topics included: Active shooter response training; Teen mental health; Difficult patrons; Response to patrons in distress; Book challenges.

Check Fraud: The Library has subscribed to Positive Pay and Cash Management as a result of a “check washing” incident.

Computer Equipment Replacement: Two AWE computers will be replaced in the children’s department in accordance with our replacement policy.

Motion: C. Hamill moved and J. Matthews seconded to replace two AWE computers in the children’s department, at the agreed upon price. Roll call - unanimous vote; motion carried.

Personnel: H. Shouphas agreed to work 15 hours/week in the circulation department. Health care renewal rates will increase 9% in 2023. In reviewing salary scale, there was a discussion regarding pay raises.

January Meeting: The January 3, 2023 Library Board meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: J. Gaglio moved and J. Matthews seconded to adjourn. Meeting adjourned at 6:37 pm.

Respectfully Submitted,

Cindy Dombrowski