

**Highland Township Public Library
Board Meeting Minutes
Tuesday, February 6, 2024**

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

Members Absent: None

Guest: J. Biddock

The Highland Township Library Board meeting was called to order at 5:35 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 January 2, 2024. Roll call - unanimous vote; motion carried.

Bills: Total bills for January, 2024 are \$48,681.06. Total bills for February, 2024 are \$138,848.51, with the addition of Applied Innovation, Comcast, Consumers Energy, Custom Plus, DTE Energy, Frontier, Guardian, Health Alliance Plan, Telnet Worldwide, when received.

Motion: K. Polidori moved and J. Matthews seconded to approve the January, 2024 and February, 2024 bills. Roll call - unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: An interesting article, "Gen Z and Millennials" was shared. A White Lake Library patron complimented the Highland Library on its "REALIA" and Awesome Collections to inspire patrons. J. Fenton commented on a discussion with a patron regarding tech help availability.

UNFINISHED BUSINESS

The Library Network: The new battery backup for the server was installed. Discussed replacement and purchase of computers; computer replacements were recommended in 2019. The Head of Circulation, J. Bidock, suggested purchasing receipt printers, to improve some of the processes at the circulation desk.

Motion: J. Matthews moved and J. Gaglio seconded to purchase 5 computers and 3 receipt printers, at a cost not to exceed \$5,000.00. Roll call - unanimous vote; motion carried.

Building Maintenance: HVAC and Generator Project: Work began with the server room AC replacement. The old POTS lines will be replaced on February 12, 2024. Countryside Plumbing rectified plumbing issues in January. Discussed Douglas Electric replacing an electronic device, which will result in a better prevention system, at a cost of \$3,925.00.

Motion: C. Hamill moved and J. Matthews seconded to have Douglas Electric replace an electronic device at the agreed upon price. Roll call - unanimous vote; motion carried.

Strategic Planning:

Website Redesign: C. Buehner continues to communicate with Library Calendar, so the calendar is ready to launch when the new website is available . The website redesign project should be ready to launch around mid February.

Partnerships: D. Dittmar is passing on underutilized teen books to teachers at Harbor High.

NEW BUSINESS

Year End Statistics: During 2023, foot traffic increased 15.9%, Overdrive statistics were up 19.7%, program attendance increased about 4.5%, and physical circulation increased 2.08%.

Audit: Bredernitz, Wagner & Company will perform the 2023 audit.

Procedure: Elections for Library Board Trustees will take place during the August 6, 2024 primary election. Anyone interested in running for Library Board can obtain information on how to do this, from the Highland Township Clerk's office. The filing deadline is 4pm on April 23, 2024.

Insurance: The building insurance company, IBEX, provided the Library with its share of the excess net assets. Based on an audit which evaluates staffing, salaries, wages, etc. from the previous year, Workman's Comp insurance from Accident Fund has increased by \$52.

Personnel: Health care renewal saw a 15% increase. J. Bidock accepted the position of Head of Circulation. J. Fenton has added hours to take over ordering of supplies and help update the new website. C. Buehler and J. Ingles are becoming knowledgeable in the circulation department.

Motion: K. Polidori moved and C. Hamill seconded to move GAP insurance from Madison National Life, to Prosperity. Roll call - unanimous vote; motion carried.

March Meeting: The March 5, 2024 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 6:31 pm.

Respectfully Submitted,

Cindy Dombrowski