

**Highland Township Public Library**  
**Board Meeting Minutes**  
**Tuesday, March 5, 2024**

**Members Present:** D. Mecklenborg, C. Hamill, J. Matthews, and Director B. Dunseth

**Members Absent:** C. Dombrowski, J. Gaglio, K. Polidori

**Guest:** None

The meeting was called to order at the Highland Township Public Library at 5:35 PM by D. Mecklenborg.

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

**FYI:** Budget report reviewed.

**Motion:** C. Hamill made motion and J. Matthews seconded to approve the Board Meeting minutes of February 2024, as corrected. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for February 2024 are \$145,870.32. Total bills for March 2024 are \$54,321.93, with the addition of Amazon, Applied Innovation, Bay Bridge Administrators, LLC, Comcast, Consumers Energy, Digital Document Store, DTE Energy, ODP Business Solutions LLC, T-Mobile, Telnet Worldwide, and Woodlands Library Cooperative when received.

**Motion:** C. Hamill moved and J. Matthews seconded to approve the March 2024 and February 2024 bills. Roll call - unanimous vote; motion carried.

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

**Communications:** Have LOTS of fun at the Northville Library! From the Detroit News.

### **UNFINISHED BUSINESS**

**Library Network Update:** Five computers replaced. Meraki Cloud software is up for renewal.

**Building Maintenance:** Server room AC replaced and preparations for boiler replacement completed. POTS line replaced with OOMA device. Frontier cancelled. Circulation desk renovation complete.

**Strategic Planning:** Library calendar and website now live. J. Matthews moved and C. Hamill seconded that In the Click of Time can move forward taking Staff photos. Board photo to be postponed until later date.

## **NEW BUSINESS**

**Audit:** Audit is scheduled for March 20-21<sup>st</sup>.

**Procedure:** Receipt Printers have been purchased and installed. ACH payments included on a list.

**Insurance:** Employee GAP insurance changed to Prosperity.

**Personnel:** Sick time vs. Family Leave Time, policy discussed.

**Adjournment:** J. Matthews moved and C. Hamill seconded to adjourn at 6:19 PM.

Respectfully Submitted,

Jill Matthews