

**Highland Township Public Library
Board Meeting Minutes
Tuesday, April 2, 2024**

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

Members Absent: J. Matthews

Guest: None

The Highland Township Library Board meeting was called to order at 5:36 pm by D. Mecklenborg.

Motion: K. Polidori moved and J. Gaglio seconded to approve the agenda. Unanimous vote; motion carried.

Motion: K. Polidori moved and J. Gaglio seconded to approve the Board Meeting minutes of March 5, 2024. Roll call - unanimous vote; motion carried.

Bills: Total bills for March, 2024 are \$58,087.41. Total bills for April, 2024 are \$47,105.35, with the addition of Amazon, Applied Innovation, Brodart Company, Comcast, Consumers Energy, Digital Doc. Store, DTE Energy, Frontier, Garrity Services,Int., ODP Business Solutions LLC, T-Mobile, T-Mobile Ooma, Telnet Worldwide, when received.

Motion: C. Hamill moved and K. Polidori seconded to approve the March, 2024 and April, 2024 bills. Roll call - unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: Discussed an article from Associated Press, “Libraries Struggle to Afford Demand for E-books, in Fight With Publishers”.

UNFINISHED BUSINESS

The Library Network: Working with TLN and Envisionware to have the Library system updated.

Building Maintenance: Parking lot lights are working again. The speaker in the Community Room is not working.

Strategic Planning:

Patrons booking on the Library calendar with us is going well. The website continues to evolve.

Partnerships: D. Ditmar presented at the career fair at Milford High School.

NEW BUSINESS

Strategic Plan: B. Dunseth is looking into vendors to help with a new strategic plan.

Audit: The audit appointment with Bredernitz, Wagner & Company took place on March 20, 2024.

Cleaning Schedule: The cleaning company, 2Moms, has been asked to put together a quote to consider a 4 day cleaning each week, rather than 6 days per week.

Procedure: An additional receipt printer has been purchased to allow for all circulation desks to have a dedicated receipt printer. Rob will be taking old computers and old server room batteries to Cire3 PC Computer Store for recycling.

Policies: Discussed the current Board Bylaws which ask board approval for expenses over \$400.

Capitalization Policy: The auditor suggested adding the website to our Capitalization Policy, to be listed as an asset.

Fund Balance Policy: Discussed adding a new category under “Assigned”, called Building and Equipment Special Reserve Fund, which would include public improvements.

Motion: K. Polidori moved and C. Hamill seconded to accept the updated Highland Township Public Library Capitalization Policy as presented. Roll call - unanimous vote; motion carried.

Motion: C. Hamill moved and J. Gaglio seconded to start a new “assigned category” called Building and Equipment Special Reserve Fund. Money will be transferred from the Public Improvement Fund into the new Building and Equipment Special Reserve Fund. \$1,200,000 will be transferred from the unassigned fund to the Building and Equipment Special Reserve Fund. Roll call - unanimous vote; motion carried.

Personnel: J. Fenton is now able to update the website at the request of department heads and library director.

May Meeting: The May 7, 2024 Library Board meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: J. Gaglio moved and C. Hamill seconded to adjourn. Meeting adjourned at 6:42 pm.

Respectfully Submitted,

Cindy Dombrowski