

**Highland Township Public Library
Board Meeting Minutes
Tuesday, June 4, 2024**

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 5:38 pm by D. Mecklenborg

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

Motion: C. Hamill moved and K. Polidori seconded to approve the amended Board Meeting minutes of May 7, 2024. Roll call - unanimous vote; motion carried.

Bills: Total bills for May, 2024 are \$65,915.74. Total bills for June, 2024 are \$47,895.90, with the addition of Applied Innovation, Bredernitz Wagner & Co. P.C., Comcast, Demco Inc., Digital Document Store, DTE Energy, Friends of Downtown Highland, Foster Swift Collins & Smith P.C., Frontier, Goyette Mechanical, Harmony Patterson, Kanopy Inc., Michigan Municipal Risk Management, Midwest Tape, ODP Business Solutions LLC, T-Mobile, Telnet Worldwide, Water Wheel Sprinkler Systems, M. Reed, when received.

Motion: J. Matthews moved and J. Gaglio seconded to approve the May, 2024 and June, 2024 bills. Roll call - unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: T. Bisque wrote that “Rosie The Riveter” was probably the best program she has attended. H. Dombrowski wrote to thank J. Fenton for his above and beyond assistance in solving multiple computer lap- top problems. Incident regarding air purification and air freshening was resolved.

UNFINISHED BUSINESS

The Library Network: At a directors meeting, the proposal to allow TLN to tag library items, was discussed. Libraries have several options to consider.

Building Maintenance: Because magazine publications have diminished, the adult department needs to repurpose that area. Goyette has installed a new boiler and brought in the tank for the air chiller. The sprinkler system has been turned on and a leak was discovered by a patron, near the sidewalk in the park area. The parking lot stripes have been repainted and Guardian has finished repairs on the asphalt. Backflow testing was completed by Goyette and sent to Oakland County.

Strategic Planning:

Partnerships: Friends of the Library approve the purchase of a musical instrument for the Chill At The Mill Park. B. Dunseth attended the HWLBA Coffee at Building Blocks, to celebrate the 20th anniversary of Building Blocks. B. Dunseth attended the HVCA Author Lunch to promote the upcoming author visit of J. Nabongo, and represent the Library. The DDA installed two pieces of art on the Library grounds.

Outreach: D. Schwaninniger began visiting local elementary schools to promote summer reading. Youth staff attended the Highland Township Founders Day Festival. Community Sharing asked the Library to visit again to promote summer reading. Community Sharing appreciated the Library allowing use of the parking lot, for the big sale in early May.

Social Media: The Library has connections on their FACEBOOK page, INSTAGRAM Page and YOU TUBE page.

NEW BUSINESS

Audit: The audit is complete. N. White made the requested changes and C. Hamill, board treasurer, approved of the changes.

Policies: Auditors recommended changes to the Fund Balance Policy in the areas of authority and priority for spending. Discussed how new materials are chosen, on the basis of reviewing journals and favorable reviews from authoritative sources.

Motion: J. Matthews moved and C. Hamill seconded to accept the modified Fund Balance Policy changes as presented. Roll call - unanimous vote; motion carried.

Personnel: J. Biddock, T. MacDougal and K. Toomey attended the Book Doctor workshop.

July Meeting: The July 2, 2024 Library Board meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

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

Respectfully Submitted,

Cindy Dombrowski