

**Highland Township Public Library
Board Meeting Minutes
Tuesday, May 7, 2024**

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

Members Absent: J. Matthews, D. Mecklenborg

Guest: None

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

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

Motion: J. Gaglio moved and C. Hamill seconded to approve the Board Meeting minutes of April 2, 2024. Roll call - unanimous vote; motion carried.

Bills: Total bills for April, 2024 are \$51,805.75. Total bills for May, 2024 are \$51,440.59, with the addition of Applied Innovation, Comcast, Consumers Energy, Digital Document Store, DTE Energy, Foster Swift Collins & Smith P.C., Goyette Mechanical, Guardian Sealcoat & Paving Co., Lawson Printers, ODP Business Solutions LLC, T-Mobile, when received.

Motion: C. Hamill moved and J. Gaglio seconded to approve the April, 2024 and May, 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 The Detroit News, "School-Preparation Organization in Detroit, Looks to go National", a fast-growing nonprofit known as *Brilliant Detroit*.

UNFINISHED BUSINESS

The Library Network: TLN will have a Workplace Perception Survey going out to all library staff in the TLN Network, to help guide programming and services in the future. TLN would like as many libraries as possible to use RFID (Radio Frequency ID) to make the exchange and delivery process easier.

Building Maintenance: Discussed the addition of a new camera to view the Library parking lot near the Chill park, and a new camera to better view the other side of the parking lot. The public printers, which have been in use since 2015, need to be replaced. Discussed options for repair of the parking lot.

Motion: C. Hamill moved and K. Polidori seconded to purchase two new cameras at the cost of \$1,373.66. Roll call - unanimous vote; motion carried.

Motion: C. Hamill moved and J. Gaglio seconded to move forward with the Guardian Sealcoat & Paving Co. paving proposal to sawcut, remove and replace the parking lot, at a cost of \$4,000.00. Roll call - unanimous vote; motion carried.

Strategic Planning:

The Director is looking at other library strategic plans to gather ideas and options for our next strategic

planning session.

Partnerships: D. Ditmar is working with a student from Milford High School who is in the School to Work program. R. Griffon is working with a volunteer who is fulfilling a community service requirement. The Friends of the Library are working with a special needs member of the community. A. Ireland is using snacks from Universal Yums, to introduce her book club members to countries around the world. Traffic was up this month due to the eclipse on April 8, as well as the Friends book sale.

NEW BUSINESS

Electronic Resources: Discussed a coding company, Fiero Code, which offers an online program.

Endowment: A query on how to proceed with a large trust distribution given to the Library, was discussed. The Community Foundation of Southeast Michigan, Highland Township Public Library Endowment, will be the recipient of the trust distribution.

Cleaning Schedule: The cleaning company, 2Moms, will clean 4 days/week, beginning in May.

Library Cards: During Library Card month, a themed Snoopy Library card will be provided to those who sign up in September.

Policies: Discussed the current Board Bylaw, which requires board approval for expenses over \$400.

Motion: C. Hamill moved and K. Polidori seconded to change Article II, Section 3a, Section V, to require the Library Director to present for approval to the Board any unusual expenses in capital outlay or unbudgeted items over \$1,200. Roll call - unanimous vote; motion carried.

Maker Space Policy: Discussed 3D printing policy.

Social Media Policy: Discussed adopting a social media policy to prevent issues related to social media.

Motion: C. Hamill moved and K. Polidori seconded to adopt the Social Media Policy as presented. Roll call - unanimous vote; motion carried.

Procedure: A recommendation was made to move a money market account into a CD, to earn a higher rate of return.

Personnel: N. White and B. Dunseth corrected an error in the 5% premium withdrawal from employee payroll for staff HAP insurance. J. Biddock attended a workshop on pest prevention in libraries. L. Phillipson and C. Buehner attended the PLA conference in Columbus, Ohio. C. Buehner spent time with the staff of CARL and Envisionware, both vendors the Library uses.

June Meeting: The June 4, 2024 Library Board meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: K. Polidori moved and J. Gaglio seconded to adjourn. Meeting adjourned at 7:03 pm.

Respectfully Submitted,

Cindy Dombrowski