

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

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

Members Absent: C. Dombrowski

Guest: None

The Highland Township Library Board meeting was called to order at 5:30 pm by D. Mecklenborg

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

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

Bills: Total bills for June, 2024 are \$59,865.21. Total bills for July, 2024 are \$99,213.83, with the addition of Applied Innovation, Bredernitz Wagner & Co. P.C., Digital Document Store, DTE Energy, ODP Business Solutions LLC, T-Mobile, and Telnet Worldwide, when received.

Motion: K.Polidori moved and C. Hamill/J. Gaglio seconded to approve the June and July 2024 bills. Roll call - unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: Nice letter from volunteer B. Piper; also presented for review, an article on Brilliant Detroit.

UNFINISHED BUSINESS

The Library Network: Succinct page presenting values related to cost of services. Statistics presented for Michigan Public Library class size requirements for State Aid; education requirements for Staff.

Building Maintenance: Old magazine section still no major renovations to be pursued. Cost of \$1860 to replace and refresh, add more stones to path. B. Dunseth will ask landscape company for their recommendation, if any, for adding retainer risers to keep stone from washing out. Goyette will wait for appropriate time of season to power off A/C for next installation piece. Power outage took down some of phone system, TelNet tech restored.

Strategic Planning:

Partnerships: Friends of the Highland Library have been great help with funding, especially summer reading.

T. Flowers requested voter's information be supplied and displayed in Library

Outreach: Summer reading for kids is supplying weekly prizes.
Snoopy cards for September Library Card month have been ordered.

NEW BUSINESS

Procedures: Temporary cards are issued to new patrons in the TLN service area.

Policies: Fund balance policy updated to include verbiage on assigned fund balance intentions.
"Minimum level of 6 months of operating expenses" to be added under Implementation and Review.

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

Personnel: Staff photos taken, will be added to website.
VOYA representative discussed 401A and 457B plans with Staff.

August Meeting: The August 6, 2024 Library Board meeting will be held in the Community Room, at 5:30 pm.
D. Mecklenborg and J. Matthews will be absent from 8/6/24 meeting.

Public Comment: None

Adjournment: J. Matthews moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:08 pm.

Respectfully Submitted,

Jill E Matthews