

**Highland Township Public Library
Board Meeting Minutes
Tuesday, September 3, 2024**

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

Members Absent: K. Polidori

Guest: None

The Highland Township Library Board meeting was called to order at 5:48 pm by D. Mecklenborg.

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

Budget Resolution:

Motion: J. Matthews moved and J. Gaglio seconded to approve the Budget Resolution for FY 2025 to authorize the millage rate to be levied by taxing authorities. Roll call - unanimous vote; motion carried.

Motion: J. Matthews moved and C. Hamill seconded to approve the Appropriations Measure and adopt the annual budget for 2025 as presented and to authorize the Director to make transfers between appropriations during the fiscal year in amounts not to exceed 0.5% of the final budget. Roll call - unanimous vote; motion carried.

Motion: J. Matthews moved and J. Gaglio seconded to approve the Board Meeting minutes of August 6, 2024. Roll call - unanimous vote; motion carried.

Bills: Total bills for August, 2024 are \$43,866.92. Total bills for September, 2024 are \$206,916.70, with the addition of Applied Innovation, Comic City, Consumers Energy, Demco Inc., Digital Document Store, DTE Energy, Hagopian, Kanopy Inc., Midwest Tape, ODP Business Solutions LLC, T-Mobile, Telnet Worldwide, when received.

Motion: J. Matthews moved and C. Hamill seconded to approve the August, 2024 and September, 2024 bills. Roll call - unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: A Library patron, K. Given, expressed gratitude. A Facebook post thanked the Library for the Passive Butterfly project.

UNFINISHED BUSINESS

The Library Network: Services and licenses through TLN , which allow the Library to update the computer network or fix problems, have been renewed. The computers are for staff and public use.

Building Maintenance: Otis sent a representative to advise on upgrades which are required for the elevator to be up to code. An analysis of the side of the building suggested the stones in the pathway are causing much of the moisture damage.

Strategic Planning:

Partnerships: B. Dunseth, L. Philipson and D. Schwaninger met with retired teachers from Huron Valley Schools, to discuss fall tutoring and how to reach out to schools. B. Dunseth wrote a letter in support of the DDA's grant application to the Consumer Energy Foundation. Library staff partnered with the DDA and FRIENDS of the Library, to present the Mitten Strings Quartet in the "Sounds Like Summer" Concert. Ann Arbor Symphony Orchestra brought their instrument petting zoo to the concert.

Marketing: An updated staff photo and new pictures are now on the website.

NEW BUSINESS

Summer Reading: A record number of patrons signed up for the summer reading programs this year.

Trust: B. Dunseth will sign and return the Binding Non-Judicial Settlement Agreement for the Duncan Trust and have the funds deposited into the library endowment fund.

Policies: A problem arose with children riding skateboards in the library, which is not allowed.

Personnel: The Library staff in-service training will be on Monday, November 11, 2024. The Library of Michigan lawyer met with the Library director to discuss the impact of the Sick Leave and Minimum Wage laws. C. Buehler will be attending classes at OCC, studying Library Services and Technology.

October Meeting: The October 1, 2024 Library Board meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: J. Matthews moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:25pm.

Respectfully Submitted,

Cindy Dombrowski