

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, October 1, 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 5:34 pm by D. Mecklenborg.

**Motion:** J. Matthews moved and J. Gaglio seconded to approve the amended Board Meeting minutes of September 3, 2024. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for October, 2024 are \$30,308.77. Total bills for September, 2024 are \$216,619.88, with the addition of Applied Innovation, Consumers Energy, Digital Document Store, DTE Energy, ODP Business Solutions LLC, T-Mobile, and Telnet Worldwide.

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

**FYI:** Budget report available for review.

**Director's Report:** Available for review.

**Communications:** Instagram post highlighting and recommending the Library's Story Walk along with a couple other well-loved local spots.

Discussion regarding adding books to the collection and determining factual vs. non-factual.

## **UNFINISHED BUSINESS**

**Building Maintenance:** Elevator evaluation determined elevator is currently up to code.

Water damage on pathway side of building may require French drain. Quote received from Horizon Landscape, second quote from another source to be acquired.

Water Heater replacement may be imminent.

**Motion:** J. Matthews moved and C. Hamill supported to approve purchase of work for French drain not to exceed amount \$6000.

## **Strategic Planning:**

**Partnerships:** Michigan Legacy Credit Union offered to partner with library, no specificity on tasks.

T. Flowers discussed voting rights with staff.

New improved publication for Guide to Library Services.

Many new Snoopy library cards issued.

**NEW BUSINESS**

**Summer Reading:** Good response through survey results.

**Trust:** In Community Foundation.

**Security Cameras:** Reminder to residents that security cameras are in place, don't misbehave!

**Policies:** Sick leave policy to be reviewed and updated in order to be in line with new law starting February, 2025. Inclement Weather Policy may need to be updated to include less stringent Board notifications.

**Personnel:** K. Mintus no longer substituting, need to find replacement.

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

**Public Comment:** None

**Adjournment :** J. Matthews moved and C. Hamill seconded to adjourn. Meeting adjourned at 6:20 pm.

Respectfully Submitted,

*Jill E Matthews*