

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, November 5, 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 5:35 pm by K. Polidori.

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

**Motion:** C. Hamill moved and J. Gaglio seconded to approve the Board Meeting minutes of October 1, 2024. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for October, 2024 are \$38,225.15. Total bills for November, 2024 are \$55,862.04, with the addition of Applied Innovation, Comcast, Consumers Energy, Digital Document Store, DTE Energy, Goyette Mechanical, T-Mobile, when received.

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

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

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

**Communications:** A thank you picture of the Halloween skeletons was shared. Many accolades were posted in appreciation of the Abraham Lincoln "visit."

## **UNFINISHED BUSINESS**

**The Library Network:** TLN conducted a workplace climate study to see how employees felt about working in libraries. Staff has begun labeling new items with a barcode and RFID tag.

**Building Maintenance:** Drain's Plus completed a French drain project on the north side of the Library. A lighting problem in the adult area was corrected by Voltron. Work on replacing the AC and installing a generator has begun. The handicap door opener at the Library entrance stopped working. The lounge area/magazine display area, needs to be repurposed.

### **Strategic Planning:**

**Partnerships:** The Library is supplying free feminine products in the restrooms.

**Marketing:** The Community Roundtable is focusing on recognizing community needs and promoting community resources.

## **NEW Business**

### **Policies:**

**Sick Leave:** An attorney from Foster, Swift, Collins and Smith, P.C. is reviewing the Library sick leave policy to ensure it aligns with the new Michigan law.

**Inclement Weather:** The inclement weather policy has been updated.

**Motion:** J. Gaglio moved and C. Hamill seconded to adopt the Inclement Weather Policy as presented. Unanimous vote; motion carried.

**Personnel:** The staff in-service is on November 11, 2024. B. Dunseth completed evaluations with all Department Heads. B. Dunseth attended the MLA conference in Traverse City. The Library will be hiring a new Page.

**December Meeting:** The December 3, 2024 Library Board meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** C. Hamill moved and J. Gaglio seconded to adjourn. Meeting adjourned at 6:45 pm.

Respectfully Submitted,

*Cindy Dombrowski*