

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

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

Members Absent: J. Matthews, D. Mecklenborg

Guest: None

The meeting was called to order at the Highland Township Public Library at 5:35 pm by K. Polidori.

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

Motion: C. Hamill moved and J. Gaglio seconded to approve the Board Meeting minutes of November 5, 2024. Roll call - unanimous vote; motion carried.

Bills: Total bills for November, 2024 are \$60,745.38. Total bills for December, 2024 are \$175,046.39 with the addition of Applied Innovations, Consumers Energy, Digital Document Store, DTE Energy, Health Alliance Plan, Lawson Printers, ODP Business Solutions LLC, Red Hen Design, T-Mobile, T-Mobile Ooma, and Telenet Worldwide, when received.

Motion: C. Hamill moved and J. Gaglio seconded to approve the November, 2024 and December, 2024 bills. Roll call - unanimous vote; motion carried.

FYI: Budget report available for review

Director's Report: Available for review.

Communications: The library posted a story to the Kindness Matters Facebook page. An advertisement promoting the use of Brainfuse (a free Library resource) was shared. A patron expressed appreciation for the services of J. Fenton.

UNFINISHED BUSINESS

Library Network Update: An outage experienced by TLN affected the Library catalog on November 11-13, 2024. TLN suggested subscribing to [homelesstraining.com](https://www.homelesstraining.com) to give staff the skills needed to de-escalate violent encounters. After receiving quotes from three companies, J. Fenton recommended Envisionware Deskpads for equipment needed to use RFID (Radio Frequency Identification). The price of \$3,030 includes four pads and software.

Motion: C. Hamill moved and K. Polidori seconded to purchase equipment from Envisionware at the agreed upon price. Roll call - unanimous vote; motion carried.

Building Maintenance: Goyette delivered the new AC Chiller and generator. The Library needs to be

closed on the day DTE plans to connect the new generator to their grid, January 7, 2025. The front entry handicap door system is working better. The bathroom doors need automatic door openers to accommodate handicapped patrons. The seating in the mill area of the youth department, and the couch by the fireplace, need to be recovered. Library Design has provided good ideas and pricing for repurposing the lounge area.

Motion: K. Polidori moved and C. Hamill seconded to use Library Design to reupholster seating in the mill area, and fireplace couch, at a price of \$7,925.00. Roll call - unanimous vote; motion carried.

Motion: K. Polidori moved and C. Hamill seconded to use Library Design to repurpose the large print room and lounge area at a cost of \$19,715.00. Roll call - unanimous vote; motion carried.

Strategic Planning: The staff visited the White Lake Library as part of the in-service day.

NEW BUSINESS

Annual Report: The Director completed the Library of Michigan's annual report, which is required to receive operating funds from the state.

Library Challenges: MLA has proposed new legislation in Michigan to discourage book challenges.

Policies: A review of the Sick Leave Policy has not been finalized.

2025 Calendar: Giving staff members one flex holiday per year, instead of closing the Library for Juneteenth, is being considered.

Personnel: The staff in-service day focused in part, on reviewing Active Shooter Responses Guidelines. Two pages have been hired. Health insurance costs have increased 8.4%.

January Meeting: The January 7, 2025 Library Board meeting is rescheduled to **January 14, 2025**, to 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 6:48 pm.

Respectfully Submitted,

Cindy Dombrowski