

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, June 3, 2025**

**Members Present:** C. Dombrowski, J. Gaglio, C. Hamill, J. Matthews, L. Symons and Director B. Dunseth

**Members Absent:** D. Mecklenborg

**Guests:** None

The meeting was called to order at the Highland Township Public Library at 5:36 pm by J. Matthews.

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

**Motion:** L. Symons moved and J. Gaglio seconded to approve the Board Meeting minutes for May 6, 2025. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for May, 2025 are \$86,442.22. Total bills for June, 2025 are \$44,635.09 with the addition of Applied Innovations, Baker & Taylor Books, Digital Document Store, DTE Energy, when received.

**Motion:** C. Hamill moved and J. Gaglio seconded to approve the May, 2025 and June, 2025 bills. Roll call - unanimous vote; motion carried.

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

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

**Communications:** An article in Detroit Free Press explained the free benefits Libraries across Michigan provide by offering the Michigan Activity Pass (MAP) to patrons.

### **UNFINISHED BUSINESS**

**Library Network:** The Library purchased three portable drives to back up the server on a weekly basis. Four reference disk computers have been replaced at an approximate cost of \$2,700. The Library Network director is monitoring the court case involving Texas library patrons and the First Amendment.

**Motion:** Chris Hamill moved and J. Gaglio seconded to purchase four reference disk computers not to exceed the cost of \$2,700. Roll call - unanimous vote; motion carried.

**Building Maintenance:** Goyette and Carrier completed the job of fine-tuning the air conditioning system. Goyette needed to replace the wire on the actuator after a mouse chewed through the wire. Several quotes were received and reviewed for shading the Clerestory windows.

**Motion:** L. Symons moved and J. Gaglio seconded to accept the quote from Blind Cleaning Services Llc. for shading the Clerestory windows as presented. Roll call - unanimous vote; motion carried.

**Audit:** The audit was returned and reviewed by the Board.

**Strategic Plan:** The Friends of the Library voted to pay the entire cost of painting a habitat mural on the chimney swift.

**Outreach:** Three staff members attended the Founder's Day festival. D. Schwanninger is visiting local elementary schools to promote summer reading. The summer newsletter went out on May 21st.

**Board:** D. Mecklenborg resigned from the Library Board. The Library has 4 candidates which are under consideration for the position. **B. Dunseth will contact K. Rea to fill the open position as approved by the board.** The Board positions of president and vice-president need to be filled.

**Motion:** C. Hamill moved and L. Symons seconded to accept the appointment of J. Matthews as Board president, J. Gaglio as vice-president **and K. Rea as trustee.** Unanimous vote; motion carried.

## **NEW BUSINESS**

**Equipment:** A new copy machine for staff use is on order.

**Policies:** The Library lawyer sent a template of an employee handbook, which the board reviewed.

**Personnel:** J. Fenton has returned to work.

**July Meeting:** The July 1, 2025 Library Board Meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** L. Symons moved and C. Hamill seconded to adjourn. Meeting adjourned at 6:26 pm.

Respectfully Submitted,

*Cindy Dombrowski*