

**Highland Township Public Library
Board Meeting Minutes
Tuesday, July 1, 2025**

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

Members Absent: K. Rea

Guests: None

The meeting was called to order at the Highland Township Public Library at 5:31 pm by J. Matthews.

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

Motion: C. Hamill moved and J. Gaglio seconded to approve the amended Board Meeting minutes for June 3, 2025. Roll call - unanimous vote; motion carried.

Bills: Total bills for June, 2025 are \$49,345.17. Total bills for July, 2025 are \$60,766.17 with the addition of Applied Innovations, Consumers Energy, Digital Document Store, DTE Energy, Harmony Patterson, T-Mobile, TelNet Worldwide, when received.

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

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: An article from the ALA expressed disappointment with the Trump administration's effort to dismantle the Institute of Museum and Library Services (IMLS). A letter from K Given expressed concern with the exterior of the Library. The Hartland Crompton Library is backing away from a policy to sequester LGBTQ+ themed books. The Oakland County Times wrote an article about the Chimney Swift tower created by Eagle Scout candidate J. Zarate and painted by C. Hensbergen.

UNFINISHED BUSINESS

Library Network: The software for our RFID pads has been installed. Youth materials and most adult materials have been tagged. TLN and the Michigan Library Association believe State Aid to libraries will be approved.

Building Maintenance: Rashid alleviated leaks in the skylight. Goyette repaired the clogged drains that caused the new chiller to leak during the extreme heat. The generator ran for about 20

minutes during a power outage on June 24th. Flowers were added to the front of the library and back patio. The boards of the metal seating on the patio were replaced.

Audit: The state asked questions about adjustments in the audit, which has been recently filed with the state.

Motion: C. Hamill moved and J. Matthews seconded to engage Maner Costerisan accounting and consulting services at a cost not to exceed \$10,000 for the year 2025 to monitor tax adjustments during the forthcoming year. Roll call - unanimous vote; motion passed.

Strategic Plan: The Strategic Planning process will begin at the next Library in-service on November 11th, 2025.

Outreach: D. Schwanninger visited local elementary schools to promote summer reading. B. Dunseth attended the Volunteer Appreciation Night, hosted by the DDA. Library staff attended the Red, White, and Blue festival to promote the library and summer reading. A. Ireland attended the Farmer's Market to promote summer reading.

Board: K. Rea was sworn into the position of Library Trustee on June 23rd.

NEW BUSINESS

Equipment: A new copy machine for the staff has been received and installed. The Youth Department requested consideration for purchasing 2 Magic Desktops and software, at a cost of \$2,500, to replace the problematic AWE system.

Donations: Discussed a donation of hood ornaments. M.J. Alcorn donated a bench for the Story Walk area, in memory of her son, Vincent.

Databases: A new database called Comics Plus, is a good resource for teens.

Policies: Our lawyer sent a template of an employee handbook, which was discussed.

Personnel: S. Rice will be retiring in November, 2025, after working in the Library youth department for 12 years.

August Meeting: The August 5, 2025 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 6:43 pm.

Respectfully Submitted,
Cindy Dombrowski