

**Highland Township Public Library
Board Meeting Minutes
Tuesday, November 4, 2025**

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

Members Absent: None

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 K. Rea seconded to approve the agenda. Unanimous vote;
motion carried.

Motion: L. Symons moved and J. Gaglio seconded to approve the amended Board Meeting
minutes for October 7, 2025 . Roll call - unanimous vote; motion carried.

Bills: Total bills for October, 2025 are \$50,750.75. Total bills for November, 2025 are
\$39,895.55 with the addition of Consumers Energy, DTE Energy, Guardian, Kraft Business
Systems, T-Mobile, when received.

Motion: L. Symons moved and K. Rea seconded to approve the October, 2025 and November,
2025 bills. Roll call - unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: Positive feedback on Facebook from several patrons. A patron was very
enthusiastic about a Library source, Hoopla, for audio and digital materials.

UNFINISHED BUSINESS

Library Network: Baker & Taylor officially declared they would be closing. The Library will
temporarily be using Amazon and Ingram to replace Baker & Taylor.

Building Maintenance: A quote of \$3,000 from Guardian was received, to repair the pavement in the handicap parking area. Johnson Controls corrected an issue with the fire alarm date/time display panel.

Homeless: The gentleman who ripped books and threw them off the balcony, continues to be problematic. The police dispatch is now being called whenever he enters the Library.

Strategic Plan: The strategic plan, and developing a space of belonging, will be the themes for the staff in-service.

NEW BUSINESS

Budget : Manor Costerisan made some corrections to our records in preparation for the end-of-the-year audit. The building insurance through MMRMA will increase 5.4% this year.

Equipment: A Holds Locker, to be placed outside the library, under the walkway leading into the Library, is being considered.

Personnel: A new full-time youth librarian, C. McCullough, will replace S. Rice, who is retiring. M. Geisler received her Library of Michigan Level 1 Certification.

December Meeting: The December 2, 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. The meeting adjourned at 6:10 pm.

Respectfully Submitted,

Cindy Dombrowski