

**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*