

**Highland Township Public Library
Board Meeting Minutes
Tuesday, December 2, 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 5:30 pm by J. Matthews.

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

Motion: K. Rea moved and L. Symons seconded to approve the Board Meeting minutes for November 4, 2025. Roll call - unanimous vote; motion carried.

Bills: Total bills for November, 2025 are \$37,994.32. Total bills for December, 2025 are \$67,862.84 with the addition of DTE Energy, Kraft Business Systems, Lawson Printers, Red Hen Design, when received.

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

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: S. Rice sent a letter of gratitude for being on the Library staff for 12 years.

UNFINISHED BUSINESS

Library Network: Ingram Library Services is now servicing the Library.

Building Maintenance: Work on the pavement in the handicapped parking area is complete. The gardens have been cleared and prepared for winter. Damage in the circulation department, caused by leaks in the skylight, has been repaired and repainted. The metal security gate in the youth department is broken.

Strategic Plan: The strategic planning process began at the staff in-service.

NEW BUSINESS

Incident: A patron stumbled on her shoe and fell while leaving the Library.

Annual Report: B. Dunseth is gathering statistics for the 2024 Annual Report.

Equipment: The Library will be replacing some of the older hotspots.

Personnel: Discussed closing the Library earlier, in the future, on the day before Thanksgiving.

B. Dunseth received the renewal information for staff health care. C. McCullough, will take over the Parent-Child book club and storytime.

C. Buehler is receiving training to help her design the electronic newsletter.

January Meeting: The January 6, 2026 Library Board Meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: L. Symons moved and K. Rea seconded to adjourn. The meeting adjourned at 6:06 pm.

Respectfully Submitted,

Cindy Dombrowski