

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, December 5, 2023**

**Members Present:** C. Hamill, J. Matthews, D. Mecklenborg, K. Polidori, and Director B. Dunseth

**Members Absent:** C. Dombrowski, J. Gaglio

**Guest:** T. Landry

The Highland Township Library Board meeting was called to order at 5:39 pm by D. Mecklenborg.

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

**Motion:** K. Polidori moved and C. Hamill seconded to approve the Board Meeting minutes of November, 2023. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for November, 2023 are \$53,821.36. Total bills for December, 2023 are \$68,369.11, with the addition of Applied Innovation, Digital Document Store, Lawson Printers, when received.

**Motion:** K. Polidori moved and C. Hamill seconded to approve the November, 2023 and, December, 2023 bills. Roll call - unanimous vote; motion carried.

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

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

**Communications:**

**UNFINISHED BUSINESS**

**The Library Network:** TLN proposes all libraries in our network extend reciprocal borrowing privileges to patrons from other participating libraries. TLN Tech ordered and received new catalog computers and backup for servers. Install to be scheduled for December.

**Building Maintenance:** New contract with Johnson Controls for a 3 year renewal total cost of \$606/year. Ooma Airdial has been ordered and contract signed for T-Mobile at \$29/month for lines to replace current landlines.

HVAC and generator: Library received one bid from Goyette. Douglas Electric bid on only installation of generator. Must choose a company for each phase of the project by 12/15/23. Next step is to give Goyette's contract to lawyer for review.

B. Dunseth has authority to move forward to select contractor to do work, subject to a mutually agreeable contract.

**Motion:** C. Hamill moved and K. Polidori seconded to move forward to select a general contractor based on the recommendations of B. Dunseth and T. Landry. Roll call - unanimous vote; motion carried.

**Strategic Planning:** Training continues on transition to new calendar software. Meetings continue between staff and WalkOne regarding new website design.  
Books donated to Wee Friends were part of Kindness Matters.  
Partnership with tutors ended December 15<sup>th</sup>.  
Investments with Michigan Class reviewed and options discussed.  
Digitized Milford Times cannot be improved, original is degraded. We will move forward to reimburse Milford Library for our share of invoice.  
Youth and teen departments partnering with ELS students, teachers and parents,

## **NEW BUSINESS**

**Fraud:** Process begun to reduce signers on the Library Money Market account.

**Personnel:** Staff members did performance evaluations for B. Dunseth.  
Discussed options to hire part time substitute vs. consultant of Circulation training.  
Two applicants interviewed for Head of Circulation.  
In-service discussion topic changed from bibliotherapy to stress reduction.

**January Meeting:** The January 2, 2024 Library Board meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** K. Polidori moved and C. Hamill seconded to adjourn. Meeting adjourned at 6:36 pm.

Respectfully Submitted,

*Jill Matthews*