

**Highland Township Public Library
Electronic Board Meeting Minutes
Tuesday, December 7, 2021**

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

Members Absent: None

Guest: None

The Highland Township Library Board meeting was called to order at 5:33 pm by D. Mecklenborg.

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

FYI: Articles about library; Newsletter from community groups; Budget Report. Available electronically: Library Network and Oakland County Library Board minutes; Library Network newsletter; MLA Legislative update.

Motion: K. Polidori moved and J. Matthews seconded to approve the Board Meeting minutes of November 2, 2021. Roll call - unanimous vote; motion carried.

Bills: Total bills for November, 2021 are \$41,241.31. Total bills for December, 2021 are \$32,495.48 with the addition of Allegra Print & Imaging, Applied Imaging, Digital Document Store, DTE Energy, Guardian, Library Network, and Spinal Column, when received.

Motion: C. Hamill moved and J. Gaglio seconded to approve the November, 2021 and December, 2021 bills. Roll call - unanimous vote; motion carried.

Director's Report: Available for review.

Communications: Several positive letters from Library patrons regarding staff, atmosphere, and available services provided by the library.

UNFINISHED BUSINESS

Library Network Update: TLN received \$1,158,000 for programming kits, to be shared with all libraries. B. Dunseth applied for Kits 1 and 3.

Fines Policy: Discussed modifying the time for an item to be regarded as “lost”. Discussed how to deal with fines for past overdue materials.

Motion: K. Polidori moved and J. Matthews seconded to forgive previous overdue material fines. Roll call - yes votes: C. Dombrowski, J. Gaglio, C. Hamill, J. Matthews, and K. Polidori; no votes: D. Mecklenborg; motion carried.

Building Maintenance: R. Hepke, Building Maintenance Coordinator, sealed cement and polished

front doors. Window cleaning completed. Fireplaces are scheduled for cleanings and inspections in mid-December.

Strategic Planning: Discussed need for Room Reserve software. Decision tabled until new Head of Circulation position is filled.

In-Service: Outreach and Change were the subjects for the recent staff in-service.

Furniture: Chairs: Awaiting samples from Library Design.

NEW BUSINESS

Great Michigan Read: The Library is a Great Michigan Read partner. The 2021-22 book in this partnership is THE WOMEN OF THE COPPER COUNTRY by Mary Doria Russell.

2021 Budget Amendment: Discussed proposed amendment for the 2021 budget.

Motion: C. Hamill moved and J. Matthews seconded to approve the Budget Amendment as presented. Roll call - unanimous vote; motion carried.

Personnel: L. Phillipson accepted the position of Youth Department Head, to begin on December 8, 2021. M. Reed announced she will retire in January, 2022. Everyone will have a chance to say “goodbye” on January 8th, from 1-4pm.

Meeting and Holiday Schedule for 2022: The Library will be closed on December 24, 25, 31, 2021 and January 1, 2022.

Motion: J. Matthews moved and J. Gaglio seconded to approve the 2022 calendar as presented. Roll call - unanimous vote; motion carried.

January Board Meeting: The Board Meeting on January 4, 2022 will be held in the Community Room, at 5:30pm.

Public Comment: None

Adjournment: C. Hamill moved and J. Matthews seconded to adjourn. Meeting adjourned at 6:40 pm.

Respectfully Submitted,

Cindy Dombrowski