

**Highland Township Public Library**

**Board Meeting Minutes**

**Tuesday, March 3, 2026**

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

**Members Absent:** J. Matthews

**Guests:** None

The meeting was called to order at the Highland Township Public Library at  
5:36 pm by J. Gaglio.

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

**Motion:** C. Hamill moved and K. Rea seconded to approve the Board Meeting minutes for February 3,  
2026 . Roll call - unanimous vote; motion carried.

**Bills:** Total bills for February, 2026 are \$54,461.87. Total bills for March, 2026 are \$43,166.24 with the  
addition of Brien's Services Inc, CDW Government, Kraft Business Systems, T-Mobile, TelNet  
Worldwide, when received.

**Motion:** C. Hamill moved and K. Rea seconded to approve the February, 2026 and March, 2026 bills.  
Roll call - unanimous vote; motion carried.

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

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

**Communications:** A heartfelt apology letter was sent by a young patron.

## **UNFINISHED BUSINESS**

**Library Network:** Staff at TLN libraries discussed the poor quality of AI generated audiobooks. D.

Dittmar is applying for a grant to have Michigan State University to design an AI literacy toolkit for the Library.

**Building Maintenance:** Leaks were detected at the Library entrance and in the women's restroom. The sidewalk near the entrance continues to be problematic as snow melts and water refreezes. The

Certificates of Boiler Inspection were received from the state. Projects to be considered over the next two years were discussed.

**Motion:** C. Hamill moved and L. Symons seconded to approve purchase of 4 sets of table legs at a cost not to exceed \$1,900. Roll call - unanimous vote; motion carried.

**Strategic Plan:** Conversations with public groups continue. The organization, Blessings in a Backpack, asked if the Library would be a donation site for food, to help feed children during the summer.

## **NEW BUSINESS**

**Board Elections:** New board members must file to run for office by 4 pm on April 21, 2026.

**ACH Payment:** A list of invoices paid by ACH was updated.

**Motion:** C. Hamill moved and L. Symons seconded to approve invoices paid via ACH. Roll call - unanimous vote; motion carried.

**Audit:** N. White and B. Dunseth have been gathering information for the March audit.

**Endowment:** The link on the website had to be changed to allow people to give directly to the Library endowment. A \$5,000 donation to the endowment fund, made by A.R. Smith at the end of 2025, was received.

**Equipment:** Staff would like to replace the glass stand, with a digital sign from ViewSonic Digital ePoster Display. The public copy machine is in need of replacement.

**Motion:** K. Rea moved and C. Hamill seconded to approve a purchase from ViewSonic Digital ePoster Display at a cost not to exceed \$3,800, and a purchase from Yodeck at a cost of \$8 - \$15 per month to support the digital sign. Roll call - unanimous vote; motion carried.

**Motion:** C. Hamill moved and L. Symons seconded to approve purchase of a Ricoh IM C2510 copy machine for public use, at a cost not to exceed \$3,800. Roll call - unanimous vote; motion carried.

**New Resource:** A subscription to Niche Academy to access pre-made library tutorials and staff training resources was discussed.

**Motion:** C. Hamill moved and K. Rea seconded to approve a subscription to Niche Academy at a cost of \$2,900 per year. Roll call - unanimous vote; motion carried.

**Personnel:** Some DSLRT library directors are questioning the rapid rise of staff salaries.

**April Meeting:** The April 7, 2026 Library Board Meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** J. Gaglio moved and L. Symons seconded to adjourn. The meeting adjourned at 6:22 pm.

Respectfully Submitted,

*Cindy Dombrowski*