

**Highland Township Public Library  
Board Meeting Minutes  
Tuesday, February 3, 2026**

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

**Members Absent:** C Dombrowski, J Matthews, K Rea

**Guests:** Neil McNeight

The meeting was called to order at the Highland Township Public Library at 5:30 pm by J. Gaglio

**Motion:** C. Hamill moved and L. Symons seconded to approve the agenda. Unanimous vote, motion carried.

**Motion:** C. Hamill moved and L. Symons seconded to approve the Board Meeting minutes for the January 6, 2026. Roll call - unanimous vote; motion carried.

**Bills:** Total bills for January, 2026 are \$57,312.97. Total bills for February are \$48,232.35 with the addition of Consumers Energy, DTE Energy, Kraft Business Systems, T-Mobile, GSI and Telenet when received.

**Motion:** L. Symons moved and J Gaglio seconded to approve the December 2025 and January 2026 bills. Roll call - unanimous vote; motion carried.

FYI: Budget report available for review.

**Motion:** C.Hamill moved to approve budget report. L.Symons seconded

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

**Communications:** Michigan Library Association State Librarian Randy Riley passed away suddenly in January 2026. Michelle Bradley will be interim State Librarian until July 4, 2026.

### **UNFINISHED BUSINESS**

**Library Network:** An e-rate check for \$2,610.00 is expected shortly. Our tech group is working on compliance with accessibility issues.

**Building Maintenance:** Cintas recommended replacing older fire extinguishers. B Dunseth is looking into quotes. Seeking a quote from the same vendor used by the Highland Township Fire Department.

2 power outages occurred; resulting minor problems have been corrected.

**Strategic Plan:** Conversations with public groups continue.

## **NEW BUSINESS**

A natural fiber broom was put in the fireplace by a 5-year-old child. D Ditmar immediately removed it and stomped out the flames. There was minimal smoke. B Dunseth is looking into a cover for the small opening.

The plowing service will increase the plowing charge \$131 per salt application due to the 60% increase in salt prices

**Board Elections:** New board members L Symons and K Rea must file for election by 4/21/26

**Auditor:** Our auditor will be in 2/17/26

**New Resources:** Possible subscription to Niche Academy was discussed. B Dunseth explained the Niche Academy's role in providing video tutorials on using library online resources, staff training and storage of library activities and digital programs. Board members will explore other libraries use of the Niche Academy and discuss further at next board meeting

**Personnel:** B Dunseth continues to compare salaries with those of local libraries. All citizenship, I-9 forms for the staff are now complete.

Our plowing service hit a staffer's car. The plow service offered to pay for the damage and the staffer agreed.

**March Meeting:** The March 3rd Library Board Meeting will be held in the Community Room at 5:30 pm.

**Public Comment:** N McNeight asked about the availability of screen readers for visually challenged patrons

**Adjournment:** J Gaglio moved and L Symons seconded to adjourn at 6:17 pm.

**Respectfully Submitted,**

**Laura Symons**