

Highland Township Public Library

Board Meeting Minutes

Tuesday, April 7, 2026

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

Members Absent: K. Rea

Guests: None

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

J. Matthews.

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

Motion: C. Hamill moved and J. Gaglio seconded to approve the Board Meeting minutes for March 3, 2026 . Roll call - unanimous vote; motion carried.

Bills: Total bills for March, 2026 are \$60,216.75. Total bills for April, 2026 are \$54,915.03 with the addition of Consumers Energy, DTE Energy, Guardian, Kraft Business Systems, ODP Business Solutions LLC, T-Mobile Ooma, when received.

Motion: C. Hamill moved and J. Matthews seconded to approve the March, 2026 and April, 2026 bills. Roll call - unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: Freedom Work Opportunities informed the Library of its decision to close. An article was shared regarding the end of distribution of mass-market paperbacks.

UNFINISHED BUSINESS

Library Network: Staff at TLN updated the staff/public computers and laptops to Windows 11 version 25H2. TLN will receive \$1.5 million over the next 3 years for grants to *Rural Libraries* from Ralph C. Wilson Foundation.

Highland Library qualifies as a *rural Library*. The Library will participate in a “Library Hop” program to encourage families to visit local libraries.

Building Maintenance: A quote was received from the Fire Equipment Company for additional fire extinguishers. The Library will be painted in May. Rod is repainting some study rooms. Two chairs are in need of reupholstering.

B. Dunseth is looking for a Condition Report for the parking lot.

Motion: J. Matthews moved and J. Gaglio seconded to purchase fire Equipment from the Fire Equipment Company for \$1,764.50. Roll call - unanimous vote; motion carried.

Motion: J. Matthews moved and L. Symons seconded to reupholster 2 chairs at a cost not to exceed \$3,500. Roll call - unanimous vote; motion carried.

Strategic Plan: Strategic plan interviews are completed. R. Carson from Vitality will analyze the responses.

Additional meetings with community partners and staff will be needed.

NEW BUSINESS

ACH Payment: The Library is working with Ingram to begin ACH payments.

Audit: Our auditor was at the Library on March 17 to gather information for the audit.

Policy: Our lawyer recommends that our FOIA policy be supported by updated Confidentiality and Procedure documents. Picture books, early reader books, and fiction books have been donated to the clubhouse library at local mobile home communities. Some books were given to Friends of the Library to sell in their book sale.

Motion: J. Matthews moved and L. Symons seconded to accept the FOIA Procedures and guidelines to include the new policy called Confidentiality Policy, the Law Enforcement Record Request, and Search Procedure. . Unanimous vote; motion carried.

Grants: The Library of Michigan received the LSTA funds that were potentially going to be cut this year.

Equipment: The digital sign from ViewSonic Digital ePoster Display has been paid for and ordered. A Jamex machine with a coin/bill option was discussed.

New Resource: Our website team is working to add Niche Academy to our site. A sample can be seen on the resource page under Libby.

Personnel: Staff are shifting schedules to help other staff members with illness or injuries.

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

Public Comment: None

Adjournment: J. Matthews moved and L. Symons seconded to adjourn. The meeting adjourned at 6:32 pm.

Respectfully Submitted,

Cindy Dombrowski