

Highland Township Public Library
Board Meeting Minutes
Tuesday, May 5, 2026

Members Present:

J. Gaglio, C. Hamill, J. Matthews, L. Symons, K. Rea, and Director B. Dunseth

Members Absent:

C. Dombrowski

Guests:

- Neil McNeight

This meeting was called to order at the Highland Township Library at 5:33 pm by J. Matthews.

Motion: C. Hamill moved and seconded by J. Gaglio to approve the amended Board Meeting minutes for April 7, 2026. Roll call - Unanimous vote; motion carried.

Bills: Total bills for April are \$ 60,640.24. Total bills for May are \$46,904.88 with the addition of HHH for \$780 and Applied Innovation, Consumers Energy, DTE, Kraft Business Systems, Landscape Escape, LLC, when received.

Motion: C. Hamill moved and seconded by L. Symons to approve the April 2026 and May 2026 bills, including HHH and the outstanding invoices. Roll call - Unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communication

Received:

- Email from Apollo teacher praising the library for their work with the community.
- Letter from patron expressing thankfulness over D. Schwaninger.
- Email about photography program to M. Geisler. Attendee appreciated the class and the instructor.
- Article: Americans still opt for print books over digital or audio versions.

UNFINISHED BUSINESS

The Library Network

70 Library Hop passports were handed out and well received by patrons. A similar activity will be pursued through TLN this summer.

Building Maintenance

The plexiglass COVID barriers at the circulation, adult reference and youth reference have been removed.

New fire extinguishers have been installed. A request will be made to the fire dept to train the staff on how to use them.

Painting and staining of the building exterior began in late April. Due to some additional repair work, the estimated cost of work will be higher than the previously approved quote of \$26,664..

Motion: C. Hamill moved and seconded by L. Symons to increase payment to Diedrich Painting in an amount not to exceed \$32,000.

Rashid Roofing inspected the ice buildup damage on the roof that has caused some leaks in the library entrance. A repair quote is pending.

A quote was received to repair and rebuild the back patio. This is a potential expense for Fall 2026 or next year. B. Dunseth will obtain additional quotes.

Strategic Plan

A meeting with Vitality is scheduled for late May to review the results of the Strategic Plan data.

NEW BUSINESS

Audit

A final draft has been requested from Bredernitz, Wagner, & Co

Policy and Procedures

The library's fund balance has grown and is being used to make building repairs.

Some outdated policies on Refundable Program Deposits and Library Financial Support were identified.

Motion: J Matthews moved and seconded by L. Symons to remove both policies. Unanimous vote; motion carried.

Equipment

The digital sign that was approved in April was delivered and paid for. Staff will begin learning the software needed to download content.

Table legs ordered in March were lost.

New Resources

The library website has been updated to make room for "how-to" videos for the Niche Academy

The library has the option to be a part of a pilot demo for Plaid3, an AI platform. The platform is being developed by the Galenia Group; it will eventually be a subscription-based library resource. B. Dunseth will look into a focus group for feedback.

D. Dittmar is working with Michigan State and Oakland Schools to provide us with AI programs and resources.

Personnel

Workman's Compensation insurance has increased from \$1,751 to \$1,964.

L Phillipson was evaluated by youth staff and given high marks by all.