Highland Township Public Library

Board Meeting Minutes

Tuesday, June 2, 2026

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

Members Absent: None

Guests: None

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

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

Motion: L. Symons moved and K. Rea seconded to approve the amended Board Meeting minutes for May 7, 2026 . Roll call - unanimous vote; motion carried.

Bills: Total bills for May, 2026 are $60,410.40. Total bills for June, 2026 are $70,210.76 with the addition of Applied Innovation, Consumers Energy, DTE Energy, when received.

Motion: L. Symons moved and J. Matthews seconded to approve the May, 2026 and June, 2026 bills. Roll call - unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: Shared an article, “Michigan Senate Passes FY27 Budget Bill, Strengthening Support for Libraries”.

UNFINISHED BUSINESS

Library Network: The summer reading “adventure” book has arrived.

Building Maintenance: The annual backflow testing for the state indicated a need to replace the backflow for the lawn irrigation system, as well as have a backflow port rebuilt and tested. Goyette found a problem with the crank on the new chiller. Painting and staining of the building is complete.

Strategic Plan: R. Carson met with the director to review the results of the analysis from the Strategic Plan "listening tour".

NEW BUSINESS

Audit: Bredernita, Wagner & Co. delivered a final draft of the audit. N. White and the director met with accountants from Manor Costerisan to follow up on recommendations.

Policy: An item which was marked as not returned on a patron's record, was found and removed from the patron's record. Discussed increasing the credit card limit above the current limit of $1,200.

Motion: K. Rea moved andC. Hamill seconded to increase the credit card limit to $5,000. Roll call - unanimous vote; motion carried.

Equipment: The digital sign was delivered without the key. Table legs have been delivered.The copy machine for patron use has been delivered and installed.

New Resource: Friends members and members of the Community Roundtable have been asked to test the Plaid3 platform.

Personnel: A new page, N. Parker, has been hired. A representative from Voya met with interested staff to discuss saving for retirement. The director is working on the budget for staff salaries for next year.

July Meeting: The July 7, 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 6:21 pm.

Respectfully Submitted,

Cindy Dombrowski