

**Highland Township Public Library**

**Board Meeting Minutes**

**Tuesday, July 7, 2026**

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

**Members Absent:** L. Symons

**Guests:** None

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

J. Matthews.

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

**Motion:** K. Rea moved and J. Gaglio seconded to approve the Board Meeting minutes for June 2, 2026 . Roll call

- unanimous vote; motion carried.

**Bills:** Total bills for June, 2026 are \$77,623.99. Total bills for July, 2026 are \$47,816.39 with the addition of

Applied Innovation, Consumers Energy, DTE Energy, Kanopy Inc., when received.

**Motion:** C. Hamill moved and K. Rea seconded to approve the June, 2026 and July, 2026 bills. Roll call -

unanimous vote; motion carried.

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

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

**Communications:** Discussed possible repercussions if the House Property Tax Overhaul is passed. A patron

expressed appreciation for the Percy Jackson program presented at the Library on June 27, 2026.

**UNFINISHED BUSINESS**

**Library Network:** The summer reading “adventure” book is circulating. The Library Network is administering

grants for rural public libraries from the Ralph Wilson Foundation.

**Building Maintenance:** The fire suppression equipment and alarms have been tested. Goyette has been working to restore damage from an electrical storm and tree debris. Quotes are being received from several companies, to repair roof damage from ice this past winter.

**Strategic Plan:** Steps are being taken to move forward on the strategic plan:

- brainstorm what the interviews may have missed

- brainstorm solutions to the needs highlighted in the comments of Highland residents: Functional Kindness & Shared Space, the communication breakdown and Institutional Invisibility, Subsistence Anxiety and Fixed-Income Vulnerability, Inclusive programming

## **NEW BUSINESS**

**Audit:** Maner Costerisan provided guidance to complete the audit. The report has been filed and uploaded to the state. The accountant from Maner suggested finding another auditor.

**Fund Balance:** There is a need to make it clear we have money set aside to cover unexpected Operational and Building expenses.

**Donation:** An architect has offered to donate his time to create a custom display for another patron's donated collection of hood ornaments.

**Equipment:** The digital sign, delivered without the key, has been replaced. Waiting for a connector for the new coin machine and copier.

**Furniture:** A repurposed table and extra chairs from other study rooms will be used in the small study room. Two chairs and 8 seat cushions in the area of the adult fireplace are in need of reupholstering.

**Motion:** C. Hamill moved and K. Rea seconded to appropriate up to \$8,000 for reupholstering of chairs and cushions in the area of the adult fireplace. Roll call - unanimous vote; motion carried.

**New Resource:** New videos, to help people understand how to use some of the online resources, are being watched. Discussed the resource, CultureGrams, which gives firsthand information of countries as well as states.

**Motion:** K. Rea moved and J. Gaglio seconded to approve the purchase of CultureGrams, at a cost of \$1,400 per year. Roll call - unanimous vote; motion carried.

**Personnel:** A person fell when walking toward the Library entrance, and was greatly assisted by the Library staff.

**Salary Audit:** The director spoke with another library director about performing a salary audit. The cost is around \$10,000 and creates a merit-based system and pay grades.

**August Meeting:** The August 4, 2026 Library Board Meeting will be held in the Community Room, at 5:30 pm.

**Public Comment:** None

**Adjournment:** J. Matthews moved and J. Gaglio seconded to adjourn. The meeting adjourned at 6:19 pm.

Respectfully Submitted,

***Cindy Dombrowski***