Highland Township Public Library
Board Meeting Minutes
Tuesday, August 4, 2026

Members Present:

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

Members Absent:

C. Dombrowski and J.Matthews

Guests:

- None

This meeting was called to order at the Highland Township Library at 5:35 by J. Gaglio.

Agenda Approval

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

Minutes for the July 7, 2026 meeting

Minutes were reviewed with no changes needed.

Bill Schedule: Total bills for July were $53,998.01. Total bills for August are $ 58,052.48 with the addition of Consumers Energy, DTE Energy, Kraft Business Systems and Lawson Printers, when received.

Motion: C. Hamill moved and L. Symons seconded to approve the July 2026 and August 2026 bills. Roll call - Unanimous vote; motion carried.

FYI: Budget report available for review.

Director's Report: Available for review.

Communications

Discussed 2 articles:

- How library Science is normalizing AI and keeping humans in the loop
- FY 27 State budget has increased investment in MI libraries

Brenda received an email from the Township reminded us that our millage expires on 12/31/28. We need to start the process next year to get the millage on the August 2028 ballot.

UNFINISHED BUSINESS

The Library Network

TLN updated our computers in July

Bedbug inspection

Some libraries have reported issues with bedbugs. B. Dunseth will research some potential companies to inspect and potentially treat for bugs.

Building Maintenance

B. Dunseth received a recommendation from OHM Advisors on parking lot improvements. Work is needed, but not urgently. B. Dunseth will obtain estimates, potentially based on 3 phase approach.

Roof fixes are a more urgent need. Only 1 (out of 4 requested) contractor has provided an estimate – RyCan Roofing. Since they responded quickly and completed work successfully on the Highland Township building, she will move forward on using RyCan.

Motion**:** L. Symons moved and K. Rea seconded to contract RyCan Roofing in an amount not to exceed $120,000. Unanimous vote; motion carried.

Blind replacement

Blinds in the community room and staff room need to be replaced. The estimate received is for $4,350 for 8 shades

Motion**:** C. Hamill moved and K.Rea seconded to have blinds replaced in the amount of $4,350. Unanimous vote; motion carried.

Bulbs

Electricians are replacing bulbs and ballasts

Strategic Plan

In the initial discussions, the Historical Society was not taken into account. There is a need to preserve our local history. It was suggested that the library takes the role of storing and digitizing the archives. B. Dunseth will research the logistics on how and where we could store the information.

NEW BUSINESS

Audit

B. Dunseth has put together RFPs for a new auditing service. Maner Costerisan provided guidance and our board Treasurer approved the document. Three of the five companies who received the RFP have responded requesting more information. The RFPs are due 9/15.

Policy and Procedures

The Board reviewed the revised Fund Balance policy that was discussed at the July board meeting. Some additional verbiage changes were requested. The amended policy document will be reviewed again at the September Board meeting.

There was also discussion on moving the Operating Expenditure Reserve ($354.400 on the Aug 4.2026 document) from Unassigned to Assigned.

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

A generative AI policy was created for the library staff, helping them understand legitimate use of AI.

Motion**:** K. Rea moved and C. Hamill seconded to approve the addition of the AI policy to the overall staff guidelines and policies. Unanimous vote; motion carried.

Donations

The Friends of the Library have requested space on the library's main level for a book sale area. B. Dunseth will look into possible location and cost.

Equipment:

Aging Computers: TLN recommends that we replace half of our computers (14) that were purchased in 2019. The remaining computers will be replaced next year.

Motion: C. Hamill moved and L. Symons seconded to spend up to $13,000 for 14 computers. Roll call – unanimous vote; motion carried.

Copy Machine: We are still waiting for delivery of the cord to connect to the coin machine. Patrons have been paying for copies at the circulation desk.

Digital sign – great feedback from patrons. Staff has been creative with the displays.

Budget

The board reviewed the 2027 proposed budget.

New Resources

Culture grams is live and can be found on the resource page of the website.

The PLAID AI/Demo is complete. It was eye-opening and educational for staff.

Personnel

I Meredith has completed her job at the library for college. Nicole Parker is replacing her.

Next Meeting: The Sept 1, 2026 Library Board meeting will be held in the Community Room, at 5:30 pm.

PUBLIC COMMENT:

None

ADJOURNMENT:

The meeting was adjourned by J. Gaglio at 6:35pm.

Respectfully Submitted

Karyn Rea