Highland Township Public Library

Board Meeting Minutes

Tuesday, September 1, 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 5:32 pm by J. Matthews.

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

Motion: L. Symons moved and C. Hamill seconded to approve the Board Meeting minutes for August 4, 2026 . Roll call - unanimous vote; motion carried.

Bills: Total bills for August, 2026 are $67,817.86 Total bills for September, 2026 are $47,598.12 with the addition of DTE Energy, King Septic Co., Lawson Printers, VoltronPower LLC, when received.

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

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: A patron expressed appreciation for the Library's efforts to accommodate special needs children in their programs. Through use of the Library Passport Program, another family discovered and fell in love with the Highland Township Public Library. C. McCulla has had several families direct accolades due to her detail, dedication and commitment. An article titled "Michigan Libraries Expand Beyond Books - and Walls - By Going Outdoors" was shared.

UNFINISHED BUSINESS

Library Network: The Michigan Activity Pass will include tickets to the Renaissance Festival. The M.A.P. program was recently featured on WWJ 950.

Building Maintenance: Rycam Roofing will begin work on the roof in October. A quote for snow plowing for the new year has been provided. Quotes are being submitted to power wash the entry sidewalk. New blinds have been installed.

Strategic Plan: The Highland Historical Society will meet with the Library to discuss a partnership.

NEW BUSINESS

Audit: The deadline of September 15, 2026 has been set for companies to submit a bid for the auditing work with the Library.

Policy: A patron complained of being harassed by another patron. Wording of the Fund Balance policy has been updated.

Motion: L. Symons moved and J. Gaglio seconded to approve the updated Fund Balance policy. Roll call - unanimous vote; motion carried.

Marketing: The fall newsletter may be late, to accommodate the author visit of Michael Finkel (THE ART THIEF), on October 10, 2026, 2 pm, at Milford High School.

Equipment: Waiting for a connector for the new coin machine and copier. The new vending machine is working properly.

Outreach: Summer Reading is over. The staff would like to explore the idea of giving homeless individuals a temporary card.

Personnel: B. Dunseth is recommending adjustments to the staff salary scale.

A staff member felt uncomfortable due to the attention she received from a patron.

Motion: C. Hamill moved and L. Symons seconded to accept the salary increases and merit increases as presented. Roll call - unanimous vote; motion carried.

October Meeting: The October 6, 2026 Library Board Meeting will be held in the Community Room, at 5:30 pm.

Public Comment: None

Adjournment: J. Matthews moved and C. Hamill seconded to adjourn. The meeting adjourned at 6:41 pm.

Respectfully Submitted,
Cindy Dombrowski