Highland Township Public Library

Board Meeting Minutes

Tuesday, October 6, 2026

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

Members Absent: J. Gaglio

Guests: D. Broekhuizen, D. Landry:Kruse

The meeting was called to order at the Highland Township Public Library at 5:36 pm by J.Matthews.

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

Motion: L. Symons moved and K. Rea seconded to approve the Amended Board Meeting minutes for September 1, 2026 and the Budget Hearing minutes . Roll call - unanimous vote; motion carried.

Bills: Total bills for September, 2026 are $63,424.34 Total bills for October, 2026 are $60,892.20 with the addition of Consumers Energy, DTE Energy, Rycam Roofing LLC., Voltron Power LLC, when received.

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

FYI: Budget report available for review.

Director's Report: Available for review.

Communications: A note of appreciation of the staff was sent from K. Polidori. Appreciation for particular programs expressed by multiple patrons.

UNFINISHED BUSINESS

Library Network: Director B. Dunseth attended a webinar promoting the Wilson Grant for rural libraries. The Library will be applying for a specific grant for this year.

Building Maintenance: An inspection done quarterly for bed bugs, was performed by Rose Pest Solution, and revealed no bed bugs. Rycam Roofing is scheduled for roof repairs in late October. A presentation was made by D. Landry:Kruse and D. Broekhuizen, who represented the Friends of the Library. The Friends would like to redesign the small study room near the elevator for use to sell used books.

Motion: J. Matthews moved and L. Symons seconded to accept the proposal to redesign the small study room into a Used Book Room. Unanimous vote; motion carried.

Strategic Plan: The Community Room was used to shelter patrons without electricity on 9/3 & 9/4/2026

NEW BUSINESS

Audit: Two firms submitted proposals to the Library's RFP. Purchasing accounting software was discussed.

Policy: Other libraries in the network have reported needing to use their Patron Responsibility and Rules of Conduct Policies. The State Aid report opened 10/1/2026 and must be submitted to receive State Aid

Marketing: A printed newsletter is sent 3 times per year, and a monthly e-newsletter is sent to about 500 people each month. Programs are advertised in the Naturally Connected publication and the Township Electronic Newsletter.

Author, Michael Finkel, will talk about his bestselling book, THE ART THIEF, on Saturday, 10/10/2026 at Milford High School.

Resource: Discussed a new resource called Newsreel, a nonpartisan daily news resource, written by journalists, in an easy, swipeable format.

Motion: J. Matthews moved and K. Rea seconded to purchase Newsreel at a cost of $1,280 per year. Roll call - unanimous vote; motion carried.

Equipment: Discussed installing a card reader, and using Papercut Hive to charge patrons for making copies, rather than using a coin machine.

Motion: J. Matthews moved and L. Symons seconded to install a card reader and use Papercut Hive at a cost not to exceed $1,800. Roll call - unanimous vote; motion carried.

Outreach: The Library hosted second grade students from Highland Elementary this month. A new donation form is available, to show people how they can support the Library.

Personnel: Staff expressed appreciation for the adjusted pay scale and raise. The library will close early on the night before Thanksgiving.

November Meeting: The November 3, 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 6:29 pm

Respectfully Submitted,
Cindy Dombrowski