

**HOWELL CARNEGIE DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING**

**MINUTES OF APRIL 11, 2017**

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:00 pm.

Present: Board Members: Heather Aeschliman, Lynne Bondy, Jill Hilla, Katie LaCommare, Rick Scofield and Charlie Todd. Library Director, Kathleen Zaenger, was also present.

Absent: David Morse

Charlie Todd moved to excuse the absence of David Morse because of illness. Jill Hilla supported, and the board unanimously approved.

Katie LaCommare moved to approve the agenda as presented. Rick Scofield supported and the board unanimously approved.

Jill Hilla moved to approve the consent agenda as presented, including Item A., Board Minutes from the March 14, 2017 meeting; and Item B., Bills and Payrolls. Charlie Todd supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Lynne Bondy shared a letter from the President of the Friends of the Library formally advising the board that the Friends will not be funding the Memorial Garden planned for the library grounds.

A written copy of the Treasurer's Report for February 2017 was provided to each board member. Rick Scofield reviewed the report with the board. Katie LaCommare moved to accept the report as presented. Jill Hilla supported, and the board unanimously approved.

There were no committee meetings during the month of March.

A written copy of Kathleen Zaenger's report was provided to the board. Additionally, she advised that we are participating in Food for Fines throughout the month of April. She also invited the board members to join the staff in a retirement party for Kate Droste and Sue Neff on Friday, April 21. She noted that we are training lots of new staff members this month.

**ACTION ITEMS**

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**DISCUSSION**

1. Kathleen Zaenger provided a sample RFP for executive search consultants for the board to review. The board worked to tailor the sample to our library specifically. There was ongoing discussion regarding the search process for a new library director.
2. The board reviewed a working list of potential future library trustees and discussed desirable strengths of board members and the process for recruiting them.
3. President Bondy requested the board review the form evaluating the board's performance as a whole, complete it and return it to her by April 28. This process is a regular April discussion item to prepare for a May or June action item.
4. President Bondy reminded the board to complete their written evaluation forms of the library director and return them to her by April 28.
5. The date of May 1 at 4:30 pm was scheduled for a meeting of the board finance committee.
6. For budget planning purposes, Kathleen Zaenger presented a brief history of the income the library receives from penal fines.
7. Lynne Bondy and Kathleen Zaenger outlined some details about the important role that library trustees play in advocating for libraries locally, regionally and nationally.
8. Kathleen Zaenger updated the board on progress of the Duane Zemper Legacy Project.

**IN-SERVICE TRAINING TOPIC**

Heather Aeschliman led the board on a discussion of libraries of the future.

**COMMENTS & CONCERNS OF BOARD MEMBERS**

Rick Scofield complimented Kathleen Zaenger and Kathleen Murray on their library advocacy at the Good Morning Livingston luncheon today. Jill Hilla commented on the results of the staff survey regarding desirable characteristics for a new library director.

Rick Scofield moved to adjourn the meeting at 8:47pm. Heather Aeschliman supported, and the board unanimously approved.

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Kathleen Murray, Recording Secretary