

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

MINUTES OF NOVEMBER 14, 2017

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:04 pm.

Present: Board Members: Lynne Bondy, Jill Hilla, Katie LaCommare, David Morse, Rick Scofield and Charlie Todd. Library Director, Kathleen Zaenger, was also present. Greg Clum of the firm of Bredernitz, Wagner & Co. arrived 7:07 pm.

David Morse moved to approve the agenda as presented. Rick Scofield supported, and the board unanimously approved.

Rick Scofield moved to approve the absence of Heather Aeschliman. David Morse supported, and the board unanimously approved.

Rick Scofield moved to approve the consent agenda as presented, including Item A., Minutes from October 10, 18, 27, 28, November 1 and 9, 2017; Item B., Bills and Payrolls; Item C., Holiday Plans for Staff; and D., Calendar of Library Closings 2018. Katie LaCommare supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Lynne Bondy thanked all board members for their hard work in the busy last few weeks.

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

There were no committee reports.

A written copy of Kathleen Zaenger's report was provided to each board member. Additionally, she reminded board members to RSVP for the trustee holiday dinner. David Morse questioned Kathleen on the library's policy on active shooters. She replied that we are actively working on it and are planning training early next year. Open and concealed weapons are currently permitted in the library. The local police advised us that if someone comes in openly carrying guns, we should notify the police. David Morse also wondered about whether or not we have someone responsible for our essential computer files in the event of a disaster. Kathleen advised that our computer backups are housed off-site.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

1. Greg Clum reviewed the financial audit for 2016-17 fiscal year with the board. Katie LaCommare moved to accept the financial audit for 2016-17. David Morse supported and the board unanimously approved.
2. Jill Hilla moved to approve Resolution 17-17 Grant Request for Incentive Benefit. Katie LaCommare supported, and the board was polled. All board members approved.
3. The board discussed the search for a new library director, and reviewed information gleaned from staff surveys. 25 staff members returned the survey. There was discussion of the final three candidates, and the board agreed it was appropriate to offer the position of library director to Holly Ward Lamb. There was discussion of a starting salary for the position, as well as potential ways to assist the staff during the transitional period. Charlie Todd moved to offer the position of library director to Holly Ward Lamb, subject to her completion of satisfactory background checks and agreeing to the board's salary offer. David Morse supported, and the board unanimously approved.

DISCUSSION:

4. Kathleen Zaenger provided an update on the Zemper Legacy Project. She noted that things are moving somewhat slowly and that Mike Hall from Cobb Hall is negotiating various aspects of the project with the artists. She advised that she will stay on the committee organizing this project after her retirement from the library, and will assist as needed to work with a landscape professional on placement of the sculpture on the library grounds.
5. The board reviewed the library's trustee orientation and recruitment plan. Lynne Bondy noted that Heather Aeschliman's second term is up in 2018, and that two terms is generally the limit. The board reviewed a list of potential board members. Rick Scofield agreed to contact Jessica Brooks to gauge her current interest in serving on the board.
6. The board discussed the recent Livingston County Trustee and Director's dinner. Board members deemed the event a success, and thought the speaker, Eve Mayer, was interesting and relevant. There was speculation on which library, if any, will step up to lead this county wide effort in the future.
7. Kathleen Zaenger provided a brief update on our upcoming *New Beginnings* Open House.

8. There was discussion of the library director's pending retirement.

IN-SERVICE TRAINING TOPIC:

There was no in-service training topic.

COMMENTS & CONCERNS OF BOARD MEMBERS:

Jill Hilla complimented the library staff on the wonderful displays throughout the building. Rick Scofield stated that the process of hiring a new library director just reinforced his sense that this is a good board with a good group of folks.

Rick Scofield moved to adjourn the meeting at 9:08 pm. Katie LaCommare supported, and all board members approved.

Kathleen Murray, Recording Secretary