

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

MINUTES OF March 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: Heather Aeschliman, Lynne Bondy, Jill Hilla, Katie LaCommare, Rick Scofield and Charlie Todd. Library Director, Kathleen Zaenger, was also present.

Absent: David Morse

Katie LaCommare moved to excuse the absence of David Morse. Heather Aeschliman supported, and the board unanimously approved.

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

Katie LaCommare moved to approve the consent agenda as presented, including Item A., Board Minutes from the February 14, 2017 meeting; and Item B., Bills and Payrolls. Rick Scofield supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Lynne Bondy expressed kudos to the library staff for surviving the power outage of 2017!

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. Charlie Todd moved to accept the report as presented. Heather Aeschliman supported, and the board unanimously approved.

There were no committee meetings during the month of February.

A written copy of Kathleen Zaenger's report was provided to the board. Additionally, she advised the board of upcoming library events, including programs for children during spring break week, and events related to Livingston Reads!

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

1. Rick Scofield moved to adopt Resolution 17-01, with changes as discussed at this meeting, to support the efforts of the Duane Zemper Legacy Project. Charlie Todd supported and the board was polled. All board members approved.

DISCUSSION:

2. The date of April 17 at 4:30 pm was scheduled for a Board Nomination and Recruiting Committee meeting.
3. The process for the annual appraisal of the library director's performance was reviewed by the board. Board members should have their completed individual evaluations returned to Lynne Bondy by April 28.
4. The board reviewed documentation related to the preparation of an RFP for Executive Search Consultants and the search process for a library director. Jill Hilla outlined a plan to prepare language concerning the vision of what we want the new library director to be – a combination of management and leadership. We will list the types of skills we want to include in our job posting and take those words to help us define our interview questions to select and eliminate potential candidates. The next step in the process would be to give the recruiter the information to put together an attractive posting. Heather Aeschliman proposed including staff input into desired characteristics for a new director, and the feasibility of obtaining this information at the upcoming staff in-service. Kathleen Zaenger will draft an RFP that requests individual pricing information on posting, recruitment, and interviewing.
5. There was brief discussion and preliminary budget planning for 2017-18. A special budget meeting is scheduled for May 10 at 4:30 pm. Potential items for discussion at that meeting include: feasibility of a utilizing a three-year budget, closing the construction fund, and having good discussion on what to do with the funds received from the Norman Terry Trust.
6. The board had follow-up discussion to the planning retreat that was held on January 25, as well as strategic planning. It was noted by Kathleen Zaenger that having a strategic plan in place does not seem to fit into our timeline.

7. Kathleen Zaenger provided an update on the FRIP, but noted that in the future she will remove this recurring item from the monthly agenda. She did state that there is an ongoing issue with the front windows, and that the architects should get back to her within the next week to discuss it.

IN-SERVICE TRAINING TOPIC:

Nothing scheduled.

COMMENTS & CONCERNS OF BOARD MEMBERS:

Jill Hilla stated that she loved the email and Facebook post from the woman who recently treated the staff to donuts. Kathleen Zaenger noted that there is one issue concerning the power outage related to the HVAC system, but other than that, everything came up as expected.

Charlie Todd moved to adjourn the meeting at 8:10 pm. Katie LaCommare supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary