

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

MINUTES OF APRIL 10, 2018

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:02 pm.

Present: Board Members: Lynne Bondy, Jill Hilla, Katie LaCommare, Rick Scofield and Charlie Todd.

Absent: Heather Aeschliman and David Morse

Charlie Todd moved to amend the agenda to remove the In-Service Training Topic, an overview of the Howell Area Parks and Recreation by Director, Tim Church. Katie LaCommare supported and the board unanimously approved. Jill Hilla moved to approve the agenda as amended. Charlie Todd supported and the board unanimously approved.

Rick Scofield moved to excuse the absences of Heather Aeschliman and David Morse. Charlie Todd supported, and the board unanimously approved.

Charlie Todd moved to approve the consent agenda, including Item A., Minutes from March 13, 2018, and Item B., Bills and Payrolls. Katie LaCommare supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Lynne Bondy reported that she met with Director Lamb to conduct a 90-day touchpoint meeting. Holly Ward Lamb provided updates to Lynne on her goals as Director. Lynne reported there is “nothing particularly alarming going on.” There was discussion of putting the digital board packets on the screen in the Colbert Room so all board members could be on the same document at the same time to help ease the transition to the electronic board packets (this was actually started at this meeting).

A written copy of the Treasurer’s Report for March 2018 was provided to each board member. Rick Scofield reviewed the report with the board. Katie LaCommare moved to accept the Treasurer’s Report as presented. Charlie Todd supported and the board unanimously approved.

There were no committee meetings during the month of March.

A copy of Holly Ward Lamb’s report was provided to each board member electronically, and she had nothing to add to her written report.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

None.

DISCUSSION

1. Holly Ward Lamb and Jill Hilla provided a status update on the Kathleen Zaenger Public Service Scholarship sponsored by the library. There were 95 applicants for the scholarship. Jill explained her process of reviewing the applications and narrowing down the number. A subcommittee consisting of Jill Hilla, Charlie Todd, and potentially Heather Aeschliman, was formed to actually pick the first year's recipient. There was discussion on whether or not to make the \$1,000 check out to the individual or the school they will be attending. Kathleen Zaenger, Holly Ward Lamb and Jill Hilla will be attending Scholarship Night on May 10 to hand out the award. Rick Scofield moved to accept the subcommittee's selection to receive the scholarship. Katie LaCommare supported, and the board unanimously approved.
2. and 3. Holly Ward Lamb reported out to the board on the recent PLA Conference she attended with Jerilee Cook and Scott Drapalik in Philadelphia. Based upon some of the sessions Holly attended, there was also discussion on how to proceed with the library's strategic plan. Holly questioned the board on whether or not they want to establish new mission and vision statements. The board felt that after a plan of work is established for the strategic plan, new statements might actually present themselves.
4. Holly Ward Lamb updated the board on the selection of a new board member effective July 1, 2018. She stated she has been in contact with Erin MacGregor to verify the process of a school board appointment. There will be a social gathering to honor Heather Aeschliman's service on the board before her final meeting on June 12.
5. Holly Ward Lamb provided a status update on the Zemper Legacy Project. She met with Mike Hall this morning and received clarification on some of the ideas from the Zemper committee; although the board had questions on the plaque that will presumably be installed with the sculpture. The artists and committee are shooting to have the sculpture itself installed on the library grounds on Thursday, Nov. 1, with a dedication taking place on Sunday, Nov. 4. After discussion, the board agreed that the next step is for Holly to meet with landscape architect Randy Metz and get recommendations for placement of the sculpture (and plaque) and landscaping options. Holly also stated that Mike Hall

might wish to attend a future board meeting to discuss the committee's plans.

6. The board discussed the process to review the director's performance and a draft of the evaluation form. Charlie Todd requested that draft versions be dated to help with organization. Rick Scofield commented that assessing the director's relationships with the staff will be challenging for him since does not have the information to do that. When the form is updated, Lynne Bondy will send it out electronically to the board. She requested they return the completed forms to her by May 1 and she will tally them for presentation at the meeting on May 8. Then she and Holly will meet privately prior to the June board meeting to discuss the evaluation. Lynne questioned the board on what other community/civic groups might benefit from a meeting with Holly. The Livingston Arts Council/Opera House, the Optimist Club and Howell Parks and Recreation were suggested as possibilities.
7. The board reviewed the form used to evaluate itself and discussed the process of self-evaluation.

COMMENTS & CONCERNS OF BOARD MEMBERS

Rick Scofield stated that he would be participating with the Cromaïne Library to help them create a strategic plan. Charlie Todd wondered if anyone has communicated with Heather Aeschliman since her father's funeral service. Rick Scofield questioned Holly Ward Lamb on the status of the Archives. Holly suggested that we could possibly bring in Joyce Fisher to speak at a future board meeting.

Charlie Todd moved to adjourn the meeting at 8:56. Katie LaCommare supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary