

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

MINUTES OF AUGUST 8, 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, David Morse, Rick Scofield and Charlie Todd. Library Director, Kathleen Zaenger, was also present.

Jill Hilla moved to approve the agenda as presented. Heather Aeschliman supported, and the board unanimously approved.

The meeting was paused to take a current photograph of the board.

Rick Scofield moved to approve the consent agenda, including Item A., Board Meeting Minutes from July 11, July 18 and July 31, 2017; Item B., Bills and Payrolls; and Item C., MERS 2017 Officer and Employee Delegate Certification Form. David Morse supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Lynne Bondy reported that she is excited that things are moving along so quickly with our executive search consultant John Keister and that all board members are willing and able to meet with him later in the week.

A written copy of the Treasurer's Report for July 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. David Morse supported, and the board unanimously approved.

Minutes from the Finance Committee meeting of July 25, 2017 were provided to each board member.

A written copy of Kathleen Zaenger's report was provided to each board member.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

1. Rick Scofield moved to adopt Resolution 17-13 to authorize operating millage for 2017-18. Charlie Todd supported, and the board was polled. All board members approved.
2. Jill Hilla moved to adopt Resolution 17-14 to authorize the funding for the reconstruction of the angle parking area on Chestnut Street next to the library. Heather Aeschliman supported, and the board was polled. All board members approved. Katie LaCommare posed a question about a possible traffic light in the crosswalk on Grand River between the library and First Presbyterian Church. Kathleen Zaenger did not have any information as to when the project will be completed.
3. Katie LaCommare moved to approve the board committee appointments and the chair of the nominating committee for 2017-18 as decided at this meeting. Heather Aeschliman supported, and the board unanimously approved.
4. The board agreed not to move to approve the process for the Library Director's 2017-18 annual performance appraisal. They discussed potentially preparing a mutually agreed upon memo or document for the new director to help him or her prioritize. Kathleen Zaenger stated that search consultant John Keister might be able to offer assistance on this. This will return next month as a discussion item.
5. Katie LaCommare moved to approve the calendar of trustee training topics for 2017-18. David Morse supported, and the board unanimously approved.

DISCUSSION

6. The board reviewed ideas for future strategic planning and the library's mission and vision statements.
7. Kathleen Zaenger reviewed the process of the executive search for a new library director. She advised the board members to come ready to chat with John Keister.
8. Kathleen Zaenger provided an update on the Duane Zemper Legacy Project and shared a promotional video that was prepared as a fundraising tool for the project.
9. There was group discussion on the location for the trustee holiday celebration in December.
10. The board considered topics and speakers for the Livingston County Trustees & Directors meeting with a possible date of November 1.

Kathleen Zaenger will keep the board updated if she receives topics/speaker ideas from the other Livingston County Libraries.

11. The board reviewed the Auditors schedule. Currently, the auditors are scheduled to present an oral presentation of the financial audit at the November board meeting.

IN-SERVICE TRAINING TOPIC

Nothing scheduled.

COMMENTS & CONCERNS OF BOARD MEMBERS

Rick Scofield noted that four or five people commented positively to him about the library's recent *Digital Scavenger Hunt*. Heather Aeschliman attended *LibCon*, which was presented as a collaboration of the Brighton, Hartland and Howell Libraries. She thought it was a great event, and she was happy the Howell Library was part of it. David Morse suggested sharing book recommendation with other board members.

Heather Aeschliman moved to adjourn the meeting at 8:45 pm. Katie LaCommare supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary