

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

**MINUTES OF JANUARY 12, 2016**

Vice-President Heather Aeschliman called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:01 pm.

Present: Board Members: Heather Aeschliman, Karen Bird, Katie LaCommare, David Morse (via video-conference), Rick Scofield and Charlie Todd. Library Director, Kathleen Zaenger, was also present, as well as Glenna MacDonald from Howell Public Schools and Lyn Hewitt, a member of the public.

Absent: Lynne Bondy

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

Karen Bird moved to excuse the absence of Lynne Bondy. Katie LaCommare supported, and the board unanimously approved.

Karen Bird moved to approve the consent agenda as presented, including Item A., Board Meeting Minutes from December 8, 2015, and Item B., Bills and Payrolls. Katie LaCommare supported, and the board unanimously approved.

There were no announcements or comments from the public.

Vice-President Heather Aeschliman had nothing to report in President Lynne Bondy's absence.

A written copy of the Treasurer's Report for December, 2015 was provided to each board member. Karen Bird briefly reviewed the report with the board. Rick Scofield moved to accept the Treasurer's Report for December, 2015 as presented. Charlie Todd supported.

There were no committee meetings in December.

A written copy of Kathleen Zaenger's report was provided to each board member. In addition, she reviewed the current Fundraising Report with the board and noted the death of former board member Audrey Murray. Kathleen expanded on several items referenced in her written report including tax preparation services for qualified people with lower-incomes provided by the Accounting Aid Society at the library for the next 14 Saturdays, and the current status of SB571 recently signed by Governor Snyder.

**IN-SERVICE TRAINING TOPIC**

1. Glenna MacDonald, Director of Finance for the Howell Public Schools gave an overview of the Headlee Amendment and how it affects our millage and tax revenues.

**ACTION ITEMS**

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

None.

**DISCUSSION**

2. Kathleen Zaenger advised the board that she received an inquiry from OLHSA about the possibility of purchasing the land owned by the library on Clinton and Chestnut Streets. There was discussion concerning different development options for this quadrant of the City of Howell and possible parking options for the library.
3. Kathleen Zaenger provided the board with a sample recruitment tool for a library director that she received from the library in Eau Clair, Wisconsin. She shared this with the board because she believed it was well done. Succession planning is an ongoing discussion item.
4. Dan Duckworth, the facilitator selected to head up the Board & Administrators Retreat on January 29, was recently injured in an ice skating accident, but is still willing to provide his expertise. He advised Kathleen Zaenger that the board & staff members who will be attending the retreat should look for an email survey that will help him prepare for the day.
5. Kathleen Zaenger provided an update on the Facilities Renewal & Improvement Project. The contractors are working their way through the "punch list" and will keep working until it is complete.

**COMMENTS & CONCERNS OF BOARD MEMBERS**

It was agreed that the video conferencing with David Morse worked well. David Morse advised that he should be back in town for the April, 2016 meeting.

Rick Scofield moved to adjourn the meeting at 8:06 pm. Charlie Todd supported, and the board unanimously approved.

---

Kathleen Murray, Recording Secretary