

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

**MINUTES OF JANUARY 9, 2018**

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:05 pm.

Present: Board Members: Heather Aeschliman, Lynne Bondy, Jill Hilla, David Morse (via videoconference), Rick Scofield, and Charlie Todd (via videoconference). Library Director, Holly Ward Lamb, was also present.

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

Katie LaCommare moved to approve the consent agenda as presented, including Item A., Minutes from December 12, 2017, and Item B., Bills and Payrolls. Heather Aeschliman supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Lynne Bondy welcomed Holly Ward Lamb and congratulated her on her new position. She also offered condolences to Rick Scofield on the passing of his father.

A written copy of the Treasurer's Report for December 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. Katie LaCommare supported, and the board unanimously approved.

There were no committee reports.

A written copy of Holly Ward Lamb's report was provided to each board member electronically. She stated she is very excited to be here and that her "first nine days have gone pretty smooth." She noted that she did not have the amount of penal fines at the time she prepared her written report, but subsequently received it. Penal fines for the month of December are \$27,842.94. Year to date amount \$275,499. That amount is 5% lower than a year ago and 33% lower than two years ago.

**ACTION ITEMS**

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**DISCUSSION:**

1. The board provided feedback to the library director on the new format (electronic) for board packets. Heather Aeschliman noted she is having a hard time getting the packet to come up on her iPad; although she was able to access it through her phone. Katie LaCommare and David Morse also had issues, possibly related to the use of an Apple pencil. Holly will ask our IT staff to look into some of the glitches, and possibly recommend apps that may make it possible to annotate the documents in the packet.
2. The board reviewed goals for the new library director as prepared and discussed between Lynne Bondy and Holly Ward Lamb, including but not limited to meeting with the township supervisors and reviewing staff job descriptions and the process for staff evaluations. Rick Scofield moved to accept the goals for the director as presented. Katie LaCommare supported, and the board unanimously approved.
3. The May board meeting is scheduled for May 8, 2018. After discussion, the board agreed to a budget planning session on Monday, May 21 at 4:30 pm.
4. The board reviewed Resolution 93-11, the last resolution authorizing the library director to approve budgeted expenditures to be invoiced, and briefly discussed the current limits. Holly Ward Lamb will research current limits as established by our peer libraries. This item will return next month as an action item.

**IN-SERVICE TRAINING:**

Jill Hilla led the board in discussion and training on evaluating the new library director. She used tools available on the ALA website. Holly Ward Lamb stated that she would like to have “touchpoints” with the board after 90 days and 180 days. It was agreed that Jill Hilla will draft a new evaluation form that offers more specificity than the one used for many years. She will not be present for the February meeting, but will have something to share at the March meeting.

**COMMENTS & CONCERNS OF BOARD MEMBERS:**

David Morse requested that we look into the audio difficulties associated with videoconferencing. Charlie Todd would like to work with IT staff on the use of a wireless microphone; although Holly Ward Lamb noted that we have already purchased one for the library. Heather Aeschliman thanked everyone for the wonderful holiday dinner for the trustees last December. Holly Ward Lamb thanked the board for its support and the opportunity to work as the library director. Lynne Bondy noted a comment Holly shared about a staff interaction

with OLHSA, as well as recognition for Brandi Tambasco at this year's Chamber awards dinner.

Rick Scofield moved to adjourn the meeting at 8:05 pm. Katie LaCommare supported, and the board unanimously approved.

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Kathleen Murray, Recording Secretary