

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

MINUTES OF OCTOBER 10, 2017

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

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

Jill Hilla moved to approve the absence of David Morse. Katie LaCommare supported, and the board unanimously approved.

Charlie Todd moved to approve the consent agenda as presented, including Item A., Board Meeting Minutes from September 12, 2017; 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 reminded the board of the special meeting scheduled for October 18 at 7:00 pm

A written copy of the Treasurer's Report for September 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. Heather Aeschliman supported, and the board unanimously approved.

A written copy of Kathleen Zaenger's report was provided to each board member. Additionally, she noted the reconstruction of the parking spaces on Chestnut Street has started and should be complete by the end of October, depending on the weather. She stated that the MLA is continuing its investigation into why penal fine amounts are down in general, and this will be ongoing. She confirmed that our DDA is still capturing the library's tax revenues, and its current bond goes through the year 2029.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

1. Rick Scofield moved to approve the Request for Use of Grounds application from the Howell Parks & Rec Authority for the Legend of Sleepy Howell event on October 28, 2017 with the understanding that a representative from the Howell Parks & Rec will meet with library staff this month to identify details of what will be done on the library site. Jill Hilla supported and the board unanimously approved.
2. Rick Scofield moved to approve the Request for Use of Grounds application from the Howell Parks & Rec Authority for the “Rec the Halls” holiday tree display on the library’s vacant lot November 22, 2017 through January 5, 2018 with the understanding that a representative from the Howell Parks & Rec will meet with the library staff in early November to identify details of what will be done on the library site. Katie LaCommare supported and the board unanimously approved.

DISCUSSION:

3. The board continued its discussion and wordsmithing on a Library Beliefs Statement, Priorities & Mission & Vision Statement and future strategic planning.
4. Kathleen Zaenger provided an update on the executive search for a new library director and a proposed timeline. There is a meeting October 18 to review applicant information.
5. The board discussed a request from a staff member for an incentive benefit.
6. Kathleen Zaenger provided an update on the Zemper Legacy Project. She noted that the committee has been together for over a year and the details are starting to come together. A grant application has been submitted to the Livingston County Community Foundation for a grant of \$15,000, and the group that will ask the big donors for contributions to meet the total costs for the project.
7. Kathleen Zaenger solicited RSVP from board members for the Trustees & Director’s dinner on November 1st.
8. The board reviewed and commented on the 2017 fundraising letter draft.

IN-SERVICE TRAINING TOPIC:

Katie LaCommare provided training created by United for Libraries on strategic planning.

COMMENTS & CONCERNS OF BOARD MEMBERS:

Heather Aeschliman noted her recent success in becoming a licensed and certified financial planner.

Katie LaCommare moved to adjourn the meeting at 8:30 pm. Jill Hilla supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary