

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

MINUTES OF APRIL 12, 2016

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:03 pm.

Present: Board Members: Heather Aeschliman, Karen Bird, Lynne Bondy, David Morse and Charlie Todd. Holly Ward Lamb, Head of Youth Services, was also present.

Absent: Katie LaCommare and Rick Scofield

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

David Morse moved to approve the absences of Katie LaCommare and Rick Scofield. Heather Aeschliman supported, and the board unanimously approved.

Karen Bird moved to approve the consent agenda as presented, including Item A., Board Meeting Minutes of March 8, 2016, and Item B., Bills and Payrolls. Charlie Todd supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Lynne Bondy reminded the board that the StrengthsFinder book is in their mailboxes if they have not picked it up and completed the assessment. This information may be used at the Board and Administrator's Retreat on July 21.

A written copy of the Treasurer's Report for March, 2016 was provided to each board member. Karen Bird reviewed the report with the board. David Morse moved to accept the Treasurer's Report for March, 2016 as presented. Heather Aeschliman supported, and the board unanimously approved.

Minutes of the March 23 meetings of the Board Nominating and Recruiting Committee and the Finance Committee have been provided to the board in action items 1, 2 and 3.

A written copy of Kathleen Zaenger's report was provided to each board member. In addition, Holly Ward Lamb stated that she and Kathleen Zaenger each had the opportunity to read aloud at different elementary schools during March, which is reading month. She also outlined the sessions she attended during the recent PLA conference in Denver. The PLA conference was also attended by Kathleen Zaenger, Jerilee Cook and Emily DeJaeger.

ACTION ITEMS

NEW BUSINESS:

1. and 2. David Morse moved to accept the report of the Board Nomination Committee. Charlie Todd supported, and the board unanimously approved. There was discussion concerning a potential new trustee.

DISCUSSION

3. Lynne Bondy shared information from the Finance Committee meeting on March 23 and reviewed the minutes with the board. One of the things she asked the board to start thinking about is what it is that they are looking for in the next library director. She reminded them that although Kathleen Zaenger has not set a specific date for her retirement, she has stated that it will probably be in the third or fourth quarter of 2017. Lynne believes this will become the board's focus sometime during the next six to eight months. Lynne advised that the board may also want to look at some temporary staffing changes since Holly Ward Lamb and Emily DeJaegher have requested expanded positions at the library. She noted that Kathleen's new position as President of MLA may provide an opportunity for Holly to take on more responsibility for some of Kathleen Zaenger's regular duties. She also said that a staff compensation study is underway, and there would be more information available as the process moves forward.
4. Lynne Bondy reminded the board of the process for the Annual Performance Appraisal of the Director. She requested the completed appraisals be returned to her electronically by April 30. She will compile the information and it will be discussed during the May 10 meeting.
5. Lynne Bondy outlined the process for the annual trustee evaluation. The completed evaluation should be returned to Kathleen Zaenger by April 30.
6. There was brief discussion of the board and administrators retreat scheduled for July 21, 2016.
7. Holly Ward Lamb provided a brief update on the FRIP. She noted we are still dealing with a roof leak above the computer lab. This will require ongoing investigation. The generator will be installed on the roof when the weather is a little more cooperative in May.

IN-SERVICE TRAINING TOPIC

Holly Ward Lamb shared information provided by the absent Katie LaCommare regarding advocacy skills for board members. A discussion concerning hospitality and possibly hosting different meetings here ensued.

COMMENTS & CONCERNS OF BOARD MEMBERS

Heather Aeschliman noted that her kids are performing in the current production of *Annie, Jr.* in Pinckney this weekend and next. David Morse thanked the board for allowing him to participate in the past few meetings via video conferencing. It was agreed by all that it worked out very well.

Heather Aeschliman moved to adjourn the meeting at 8:26 pm. Charlie Todd supported, and all board members approved.

Kathleen Murray, Recording Secretary