

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

MINUTES OF SEPTEMBER 12, 2017

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:04 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.

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

Jill Hilla moved to approve the consent agenda as presented, including Item A., Board Meeting Minutes from August 8, 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 reported nothing to report.

A written copy of the Treasurer's Report for August 2017 was provided to each board member. Rick Scofield briefly reviewed the report with the board. Charlie Todd moved to accept the Treasurer's Report as presented. David Morse supported and the board unanimously approved.

A written copy of Kathleen Zaenger's report was provided to each board member. Additionally, she noted that library staff spoke to over 800 people between the middle school orientations, elementary school open houses and Howell Public Schools Teacher Vendor Day. She advised that Dana Allen is now working part-time at the Administration Desk. Kathleen Zaenger also announced the 2018 Livingston Reads book *Murder on the Orient Express* by Agatha Christie, as well as advising the board of the date of September 29 for a ribbon cutting at Cromaine Library since the completion of its construction project.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

1. Charlie Todd moved to approve the request for Use of Grounds application from the Howell Chamber of Commerce for the 2017 Fantasy of Lights Parade on November 24, 2017 with the understanding that a

representative from the Howell Chamber will meet with Library staff in early November to identify details of how the library site will be utilized. Rick Scofield supported, and the board unanimously approved.

2. Jill Hilla moved to adopt Resolution 17-15 to preauthorize the payments for bills submitted by the City of Howell to reimburse them for contract work on the Project to Reconstruct the Chestnut Street Angle Parking next to the library. Katie LaCommare supported and the board was polled. All board members approved.
3. Heather Aeschliman moved to adopt Resolution 17-16 as amended at this meeting, to authorize financial support for the Duane Zemper Legacy Sculpture Project. Rick Scofield supported, and the board was polled. All board members approved.

DISCUSSION:

4. The board discussed a Library Beliefs Statement, Priorities & Mission & Vision Statement and future strategic planning.
5. Kathleen Zaenger provided an update on the executive search for a new library director and a proposed timeline.
6. Kathleen Murray provided an update on the *New Beginnings* public reception celebrating Kathleen Zaenger's service and welcoming our new director. The date of the reception is December 3, 2017.
7. The board scheduled the holiday celebration for December 12 at Chemung Hills Banquet Center.
8. The board confirmed the date of November 1 for the Livingston County Trustee & Director's Meeting. We will email an invitation next week.
9. The board reviewed last year's fundraising mailing in preparation for the 2017 letter. There was discussion of various ideas of what to include in the 2018 version.

IN-SERVICE TRAINING TOPIC:

Katie LaCommare shared a PowerPoint presentation with facts related to how various ages and populations utilize the library.

COMMENTS & CONCERNS OF BOARD MEMBERS:

Jill Hilla thanked the board after completing her first year as a library trustee. Rick Scofield noted how nice the fence along the library's property in the back of the building looks.

Charlie Todd moved to adjourn the meeting at 8:25 pm. Katie LaCommare supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary