

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

MINUTES OF DECEMBER 12, 2017

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 5:05 pm.

Present: Board Members: Heather Aeschliman, Lynne Bondy, Jill Hilla, Rick Scofield and Charlie Todd. Library Director, Kathleen Zaenger, and Holly Ward Lamb, Head of Youth Services, were also present.

Absent: Katie LaCommare and David Morse

Rick Scofield moved to approve the agenda as presented. Charlie Todd supported and the board unanimously approved.

Heather Aeschliman moved to approve the absence of Katie LaCommare. Charlie Todd supported, and the board unanimously approved.

Rick Scofield moved to approve the consent agenda as presented, including Item A., Minutes from November 14, 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 reported on attending the special Rotary Club program in honor of Kathleen Zaenger. The board thanked Kathleen Murray for her part in the recent open house.

A written copy of the Treasurer's Report for November 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.

There were no committee reports.

A written copy of Kathleen Zaenger's report was provided to each board member. Additionally, she thanked the board for attending the open house.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

1. Heather Aeschliman moved to approve Resolution 17-18. Rick Scofield supported, and the board was polled. All board members approved.
2. Rick Scofield moved to approve Resolution 17-19 to Grant Request for Retiree Benefits. Jill Hilla supported, and the board was polled. All board members approved.

DISCUSSION:

3. The board welcomed new library director, Holly Ward Lamb, and discussed plans for her first 90 days. Kathleen Zaenger, Lynne Bondy and Holly will meet for lunch to talk transition. Lynne said she kept a copy of a “good” transition plan from another library, and will work with Holly on it. Jill Hilla will be conducting staff training on “change.” There will be three sessions with the staff and Holly will participate in each. Lynne Bondy will provide the results of the internal survey that she received from the staff during the process of selecting a new director. Holly Lamb questioned the limit of \$1,000 that can be spent before requiring board approval. Kathleen Zaenger advised that this has not been updated for a very long time. This will be looked at and updated during the January meeting.
4. The board discussed wrapping up the process of the executive search with John Keister & Associates. Heather Aeschliman voiced her opinion on the process, and expressed some disappointment with the search firm. She felt they should have been “more present.” Jill Hilla concurred. Lynne Bondy noted there were 16 applicants that were vetted by the search firm.
5. Kathleen Zaenger provided a brief update on the Zemper Legacy Project, and noted that the first scheduled payment has been made, and they are hoping that the \$15,000 foundation grant will help make the second scheduled payment. The committee is hopeful that the dedication of the sculpture will take place in 2018, sometime around Duane Zemper’s birthday, which is November 4.
6. The board reviewed the library’s trustee orientation and recruitment plan. Rick Scofield noted that he was able to converse with prospective board member Jessica Brooks about serving on the board. Due to a hectic schedule, she declined at this time. Holly Ward Lamb will connect with Susan Pominville about possibly serving on the board.
7. The board briefly discussed budget issues for the 2018-19 fiscal year. Kathleen Zaenger requested that the board start thinking about scheduling a special meeting in May to discuss the budget. Holly Ward Lamb will prepare a three-year budget for the board’s consideration.

IN-SERVICE TRAINING TOPIC:

Nothing scheduled – thank you dinner for trustees.

COMMENTS & CONCERNS OF BOARD MEMBERS:

Jill Hilla complimented the library staff on their welcoming and inviting behavior at the recent open house. Heather Aeschliman expressed her gratitude to Kathleen Zaenger for her work at the library, and her optimism for the future with Holly taking over the reins.

Rick Scofield moved to adjourn the meeting at 5:51pm. Charlie Todd supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary