

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

**MINUTES OF FEBRUARY 13, 2018**

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:00 pm.

Present: Board Members: Lynne Bondy, Jill Hilla (via teleconference), Katie LaCommare, Rick Scofield and Charlie Todd. Library Director, Holly Ward Lamb, was also present, as well as Howell Public Schools Superintendent Erin MacGregor.

Absent: David Morse and Heather Aeschliman

Rick Scofield moved to amend the agenda to move the in-service training topic after the Librarian's Report. Charlie Todd supported and all board members approved. Rick Scofield moved to approve the agenda as amended. Katie LaCommare supported and the board unanimously approved.

Katie LaCommare moved to excuse the absences of David Morse and Heather Aeschliman. Charlie Todd supported, and the board unanimously approved.

Katie LaCommare moved to approve the consent agenda including Item A., Minutes from January 9, 2018, 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 thanked Director Lamb for her "very professional handling" of the events surrounding flyers being placed on the library grounds on January 27, and the subsequent peaceful march starting on the public sidewalk in front of the library. Holly Lamb noted the "Alice" report contained in the board packet, which was handed out at the Rotary meeting and gives lots of county-wide statistics and information on our citizenry.

A written copy of the Treasurer's Report for January 2018 was provided to each board member. Rick Scofield briefly reviewed the report with the board. Katie LaCommare moved to accept the Treasurer's Report as presented. Charlie Todd supported, and the board unanimously approved.

There were no committee meetings during the month of January.

A written copy of Holly Ward Lamb's report was provided to each board member electronically. Additionally, she conveyed various deadlines for the board with respect to the local scholarship in honor of Kathleen Zaenger. Holly

will reach out to Kathleen Zaenger about presenting the scholarship at Howell High School's scholarship night, Thursday, May 10. Jill Hilla volunteered to review the initial applications for the scholarship and weed them. Holly will share the email she received from Howell Public Schools regarding the dates with the board.

### **IN-SERVICE TRAINING TOPIC**

1. Erin MacGregor, Superintendent of Howell Public Schools, presented an update of the schools, as well as potential partnerships with the library, including: the Challenger Summer Reading Program; partnership enabling school ID's to double as library cards; a bus donated by LESA that will serve as a "Book Bus." HPS is working with several of its student groups to get the project off the ground; and new ways and plans to repurpose the shuttered Southeast Elementary School.

### **ACTION ITEMS**

#### **OLD BUSINESS:**

None.

#### **NEW BUSINESS:**

2. Rick Scofield moved to approve Resolution 18-01 Authorizing the Library Director to Approve Expenditures to be invoiced up to \$5,000.00. Katie LaCommare supported, and the board was polled. All board members approved.
3. Katie LaCommare moved to approve Resolution 18-02 Authorizing Designated Library Use of a Business Credit Card. Charlie Todd supported, and the board was polled. All board members approved.
4. Katie LaCommare moved to approve Resolution 18-03 as amended at this meeting to Authorize the Library Bookkeeper to Transfer Library Funds between Library Accounts. Charlie Todd supported, and the board was polled. All board members approved.
5. Rick Scofield moved to approve the Use of Library Grounds form submitted by LACASA'S CAP Council for its annual Plant a Pinwheel event on Wednesday, April 4, 2018. Katie LaCommare supported and the board unanimously approved.

### **DISCUSSION**

6. The library director requested additional feedback on the electronic board packets from board members. Lynne Bondy feels it is going well. The general consensus is that the board members like receiving the packets electronically. Holly asked that the board advise her as new issues arise.

7. The board discussed a draft evaluation form for the Library Director. Jill Hilla will make appropriate changes.
8. Holly Ward Lamb reported to the board on a recent meeting with Cathleen Edgerly, Howell Mainstreet DDA Director. There are questions on the table regarding the library's vacant property. Holly will research the issues, stay in touch with the City and the DDA, and keep the board apprised of developments.
9. Holly Ward Lamb advised that the Annual Report/State Aid Application report was filed with the Library of Michigan, as well as Form 5572 with the Michigan Department of Treasury during the month of January.

**COMMENTS & CONCERNS OF BOARD MEMBERS**

Charlie Todd questioned whether or not the library's microphone issues have been resolved for future board meetings, and Holly Ward Lamb assured him that our IT staff will have it working during next month's meeting. Rick Scofield noted how nice it was to see so many library staff members attending the *Good Morning Livingston* meeting that morning, but would urge staff members to spread around throughout the room rather than sitting together.

Charlie Todd moved to adjourn the meeting at 8:55 pm. Rick Scofield supported and all board members approved.

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Kathleen Murray, Recording Secretary