

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

MINUTES OF JUNE 12, 2018

President Lynne Bondy called the Public Hearing for Proposed Budget 2018-2019 to order at 6:45 pm. Charlie Todd moved to close the public hearing at 7:00 pm. Heather Aeschliman supported and the board unanimously approved.

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:01 pm.

Charlie Todd moved to approve the agenda as presented. David Morse supported and the board unanimously approved.

Members Present: Heather Aeschliman, Lynne Bondy, Katie LaCommare, David Morse and Charlie Todd. Library Director, Holly Ward Lamb, was also present.

Absent: Jill Hilla and Rick Scofield

Charlie Todd moved to excuse the absence of Jill Hill and Rick Scofield. Heather Aeschliman supported and the board unanimously approved.

David Morse moved to approve the consent agenda, including Item A., Minutes of May 8, 2018, and Minutes of May 21 (Special Meeting for Budget Planning), 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 had nothing to report.

The treasurer's report was provided electronically to each board member. Holly Ward Lamb briefly reviewed the report with the board in Rick Scofield's absence. Heather Aeschliman moved to accept the report as presented. Katie LaCommare supported and the board unanimously approved.

Minutes from the Finance Committee Meeting of May 11, 2018, as well as minutes from the Board Nominating Committee of June 11, 2018, were provided to each board member electronically.

Director Holly Ward Lamb's report was provided electronically to each board member. She added an invitation from Natalie Miller of PNC Bank for our board and staff to attend PNC's client appreciation event on Thursday, June 28 in Ann Arbor.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

1. Charlie Todd moved to approve Resolution 18-05 to adopt the attached budget for fiscal year 2018-2019. David Morse supported and the board was polled. All board members approved.
2. Heather Aeschliman moved to approve Resolution 18-06 and the attached budget amendments to the budget for fiscal year 2017-2018. David Morse supported and the board was polled. All board members approved.
3. Katie LaCommare moved to approve Resolution 18-07 to transfer funds from fund 101 to fund 303 to cover debt service payments as attached. Charlie Todd supported and the board was polled. All board members approved.
4. Charlie Todd moved to approve Resolution 18-08 to transfer funds from reserve to revenue as attached to this resolution. Katie LaCommare supported and the board was polled. All board members approved.
5. Heather Aeschliman moved to approve Resolution 18-09 stating that all staff who receive good performance appraisals and who have completed their probation period receive a 3% increase in wages starting July 2, 2018. Charlie Todd supported, and the board was polled. All board members approved.
6. Katie LaCommare moved to approve Resolution 18-10 to honor the service of Heather Aeschliman. Charlie Todd supported and the board was polled. All board members approved.
7. Katie LaCommare moved to approve the Ground Use Request from Howell Area Parks and Recreation to use the library lot on Thursday, June 14 from 9am to 8pm for Last Day Breakaway. Charlie Todd supported and the board unanimously approved.
8. David Morse moved to approve contracting with Innovative Interfaces Incorporated for iTiva at a cost of \$6,340. Katie LaCommare supported, and the board unanimously approved.
9. Charlie Todd moved to approve contracting with ControlNet for a Direct Digital Control Support Services contract at a cost of \$10,500. Katie LaCommare supported, and the board unanimously approved.

10. Katie LaCommare moved to elect Lynne Bondy to the position of Board President and Charlie Todd to the position of Board Vice President for fiscal year 2018-2019. Charlie Todd supported, and the board unanimously approved.
11. Charlie Todd moved to appoint Katie LaCommare to the position of Secretary and Rick Scofield to the position of Treasurer for fiscal year 2018-2019. Heather Aeschliman supported, and the board unanimously approved.

DISCUSSION

12. Holly Ward Lamb summarized the presentation of the Kathleen Zaenger Public Service Scholarship through Howell High School. She shared thank you letters from Anna Stocker, the scholarship recipient, and the secretary from Howell High School.
13. The board reviewed the results of the trustee evaluation.
14. Holly Ward Lamb presented an update of the latest information from the Zemper Legacy Committee. There was discussion concerning placement of the sculpture on the library grounds. Heather Aeschliman stated that, based upon the drawing the board reviewed, she is not supportive of the primary location suggested by the committee. Mike Hall cannot make the July meeting because of his vacation schedule, but will be speaking to the library board in August. Holly stated she will try to arrange for landscape architect Randy Metz to speak at the July meeting.
15. With respect to the performance evaluation of Holly Ward Lamb, Lynne Bondy went over the board's review with Holly Ward Lamb at an earlier time. Lynne signed it on behalf of the board and it will go into Holly's personnel file. Holly suggested a potential Survey Monkey with questions directed to all staff about her performance in more of a formal 360 degree review process.
16. Based upon the long-range projection and schedule of current board members, there was discussion of trustee recruitment. This will become a standing item on the agenda.

IN-SERVICE TRAINING TOPIC

Nothing scheduled.

COMMENTS & CONCERNS OF BOARD MEMBERS:

There were book recommendations from the board: Katie LaCommare: *All the Light You Cannot See*; David Morse: *Educated*; and Heather Aeschliman: *Rent Collector*. Heather also inquired about the status of former board member Norm Jamieson. Lynne Bondy and others thanked Heather Aeschliman for her service on the board.

Heather Aeschliman moved to adjourn the meeting at 8:27pm. Katie LaCommare supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary