

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

**MINUTES OF NOVEMBER 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, Katie LaCommare, Maria Stuart, and Charlie Todd. Library Director, Holly Ward Lamb was also present. Greg Clum from the accounting firm of Bredernitz, Wagner arrived at 7:04 pm.

Absent: Rick Scofield

Jill Hilla moved to approve the agenda as presented. Katie LaCommare supported, and the board unanimously approved.

Charlie Todd moved to excuse the absence of Rick Scofield. Katie LaCommare supported, and the board unanimously approved.

Katie LaCommare moved to approve the consent agenda, including Item A., Minutes of October 9, 2018; 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 noted that she attended the dedication of the Zemper Memorial Sculpture on November 4, and reminded the board to RSVP for the annual trustee holiday dinner.

Each board member received a copy of the Treasurer's Report for October 2018 electronically. Director Lamb briefly reviewed the report with the board. She noted that the firm of Morgan Stanley (one of the financial firms that handles library assets) is getting out of government services. Morgan Stanley will try to recommend another firm to us for the future. Jill Hilla moved to accept the Treasurer's Report as presented. Katie LaCommare supported, and the board unanimously approved.

There were no committee meetings during the month of October.

Each board member received a copy of Director Holly Ward Lamb's report electronically. Additionally, she shared a thank you note sent to the Howell Area Archives. She also shared statistics concerning usage of the Howell Library eCards, including that for the month of October, 240 school ID's were used to check out 628 items.

## **ACTION ITEMS**

### **OLD BUSINESS:**

None.

### **NEW BUSINESS:**

1. Greg Clum from the accounting firm of Bredernitz, Wagner provided a detailed explanation of the 2017-18 audit. Charlie Todd moved to accept the 2017-18 financial audit. Jill Hilla supported and the board unanimously approved.
2. Charlie Todd moved to approve a purchase agreement with Dee Cramer for a HVAC Maintenance & Service Agreement. Katie LaCommare supported, and the board unanimously approved.
3. Charlie Todd moved to approve Resolution 18-17 authorizing a new provider to administer the library's public employee deferred compensation program (457). Jill Hilla supported, and the board was polled. All board members approved. Katie LaCommare moved to approve Resolution 18-18 MERS Uniform 457 supplemental retirement program resolution. Charlie Todd supported, and the board was polled. All board members approved.
4. Katie LaCommare moved to approve the Use of Library Grounds Application allowing the Howell Area Chamber of Commerce to use the library lot for volunteer parking during the Fantasy of Lights on Friday, November 23, 2018. Charlie Todd supported and the board unanimously approved.
5. Maria Stuart moved to approve the 2019 Library Closing Dates as presented. Jill Hilla supported and the board unanimously approved.
6. The board discussed the possibility of updating part of the Fire Suppression System and the quote received from National Time & Signal. Jill Hilla moved to accept the quote for \$9,985.00 from National Time & Signal to replace the 25-year-old smoke detectors and combine the existing two control panels. Charlie Todd supported and the board unanimously approved.

### **DISCUSSION ITEMS**

7. The board discussed the recent festivities surrounding the dedication of the Duane Zemper Memorial Sculpture on the library grounds. Holly Ward Lamb shared a thank you note from the Howell Chamber of Commerce for the library's monetary donation, and a medal she received for serving on the committee.
8. Holly Ward Lamb led a discussion to wrap up this year's Livingston County Trustee & Directors meeting held at the Fowlerville District Library.
9. Trustee recruitment is an ongoing discussion item.
10. The board conducted a follow-up discussion regarding last month's in-service training topic, The Howell Area Archives. Holly Ward Lamb, Maria Stuart, as well as Head of Adult Services, Jerilee Cook, will continue to discuss options for the future of the Archives.
11. Jill Hilla provided an update on the Kathleen Zaenger public service scholarship, and the status of the scholarship application.
12. The 2018 fundraising packet is almost complete and should go out as scheduled during the last week of November.
13. Holly Ward Lamb reminded the board of the early meeting next month, Tuesday, December 11, at 5:30pm, followed by the Trustee Holiday Dinner at Block Brewing starting at 7:00pm.

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

14. Holly Ward Lamb provide an overview of this year's MLA Conference. She attended a couple of sessions that were noteworthy, including one relating to policies and one relating to preservation of local history.

### **COMMENTS & CONCERNS OF BOARD MEMBERS**

On a programming note, Jill Hilla commented that she recently read an article on millennials, and it stated that one of the things of interest to that particular demographic is food, cooking, and usage of different spices, etc.

Charlie Todd moved to adjourn the meeting at 8:51pm. Katie LaCommare supported and the board unanimously approved.

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Kathleen Murray, Recording Secretary