President Lynne Bondy called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:02 pm.

Present: Board Members: Lynne Bondy, Jill Hilla (telephonically), Katie LaCommare, Rick Scofield, Maria Stuart, and Charlie Todd. Library Director, Holly Ward Lamb and Superintendent of Howell Public Schools, Erin MacGregor, were also present.

Absent: Liesl Clark

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

Maria Stuart moved to approve the absence of Liesl Clark. Charlie Todd supported, and the board unanimously approved.

Katie LaCommare moved to approve the consent agenda, including Item 1, Minutes from March 12, 2019; and Item 2, Bills and Payrolls. Rick Scofield supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Lynne Bondy acknowledged the invitation forwarded by Holly Ward Lamb to dedicate Howell’s Scofield Park on Sunday, May 19. Lynne also noted potential changes in the laws with respect to library staff and the administration of Narcan to stop an opioid overdose. Erin MacGregor stated that staff from the Howell Public Schools were recently trained in the administration of Narcan.

Each board member received a copy of the Treasurer’s Report for March 2019 electronically. Treasurer Scofield briefly reviewed the report with the board. Katie LaCommare moved to accept the Treasurer’s Report as presented. Jill Hilla supported, and the board unanimously approved.

There were no committee meetings during March 2019.

**IN-SERVICE TRAINING TOPIC**

1. Erin MacGregor, Superintendent of Howell Public Schools, gave an update on various accomplishments of the district including opportunities in performing arts, robotics, athletics and a new elementary ELA curriculum. He provided an update on the first year of
the Innovation Academy, Howell’s alternative high school, as well as partnerships with the community and the City of Howell. He noted that for the first time in his tenure (four years), there has been a fall to spring increase in enrollment. Superintendent MacGregor went on to speak about the upcoming bond issue on the ballot for May 7 and what changes that would potentially bring to the district.

(Director’s Report)
Each board member received a copy of Director Holly Ward Lamb’s report electronically. Additionally, as an FYI, she noted that the Howell DDA is having an informational meeting on April 24 at City Hall to highlight projects completed and plans in the DDA district. She also discussed the process for requesting the Howell School Board to reappoint Rick Scofield to his second term on the board beginning July 1, 2019. We will also need another trustee appointed by the City to fill a vacancy beginning July 1. She discussed street closures and potential partnerships with the Howell Rotary Club and Howell Area Parks and Recreation during the Melon Festival.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

2. Rick Scofield moved to approve the updated Harassment Policy as recommended by the Policy Committee. Charlie Todd supported, and the board unanimously approved.

3. Katie LaCommare moved to approve a purchase agreement with Amezola’s Landscaping for lawn maintenance services for one year (2019), with the option to renew for years two (2020) and three (2021). Charlie Todd supported, and the board unanimously approved.

DISCUSSION ITEMS

4. Holly Ward Lamb presented an update on a possible donor for a memorial garden on the library grounds. Moving forward, Holly will contact Landscape Architect Randy Metz to request updated drawings and cost estimates and talk about timing.

5. The process for the annual performance appraisal of the director was finalized. The Google forms are due May 7.
6. Charlie Todd is in the process of reviewing ten applications for the Kathleen Zaenger Public Service Scholarship. He will share the applications with Jill Hilla when she returns from Florida and they will work together to select the scholarship recipient. The recipient’s name is due to Howell High School by April 26, and Scholarship Night is May 15.

**COMMENTS & CONCERNS OF BOARD MEMBERS**
Maria Stuart confirmed the date for the budget work session. The date is May 22 at 4:30pm.

Charlie Todd moved to adjourn the meeting at 8:16pm. Rick Scofield supported, and the board unanimously approved.

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Kathleen Murray, Recording Secretary