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

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

Members present: Lynne Bondy, Jill Hilla, Katie LaCommare, Rick Scofield, Maria Stuart, and Charlie Todd. Kathryn Tuck arrived at approximately 7:44 pm. Library Director, Holly Ward Lamb, was also present.

Absent: None.

IN-SERVICE TRAINING TOPIC
Tim Church, Executive Director of Howell Area Parks and Recreation, was unable to be present due to illness. However, he did provide a written update that Holly Ward Lamb read aloud to the board.

Jill Hilla moved to approve the consent agenda, including Item A. Minutes from September 10, 2019; and Item B., Bills and Payrolls. Katie LaCommare supported, and the board

There were no announcements or comments from the public.

President Lynne Bondy reported she was surprised to see big mounds of dirt on the library’s vacant lot. She thought the lot was to be used to park equipment. She also wondered when the construction would be complete. Holly Ward Lamb advised that they were doing some “connecting” today and tomorrow, but she has not yet heard when construction will be complete. She also noted that the grand re-opening of State Street would be Friday, October 11.

Each board member received the Treasurer’s Report for September 2019 electronically. Treasurer Rick Scofield very briefly discussed the report with the board. Katie LaCommare moved to accept the report as presented. Maria Stuart supported, and the board unanimously approved.

Each board member received an unapproved copy of the minutes of the Finance Committee Meeting of September 30, 2019.

Each board member received a copy of Director Holly Ward Lamb’s report. Additionally, she shared a letter from the City of Howell advising of its intent to work with us around our parking concerns as we negotiate details surrounding the library’s vacant lot. Holly went on to correct something from last month:
she previously reported the 2020 census would be online only. She stated that this is incorrect. There will be phone, as well as a regular mail, options. Holly also stated that we are proceeding with our plans to remove the large Spruce tree from the library grounds. Our newly hired maintenance man has resigned, but we have a new maintenance man starting Monday, October 14. Holly reminded the board about information she emailed them concerning eliminating library fines. She asked that they familiarize themselves with the material, send any questions they may have to her, and this will return next month as a discussion item.

**ACTION ITEMS**

**OLD BUSINESS:**
None.

**NEW BUSINESS:**

1. Jill Hilla moved to accept the director’s goals for 2019-2022. Charlie Todd supported, and the board unanimously approved. Lynne Bondy noted that she, Jill Hilla and Director Lamb worked together on goals for a three-year timeframe.

2. Jill Hilla moved to approve Resolution 19-16 showing the library’s support of Essential Practices in Early and Elementary Literacy. Rick Scofield supported, and the board was polled. All board members approved.

3. Rick Scofield moved to approve Resolution 19-17 to update the pay structure to reflect the increase in Michigan’s minimum wage effective January 1, 2020. Charlie Todd supported, and the board was polled. All board members approved.

4. Charlie Todd moved to approve Resolution 19-18 to establish endowment funds with the Community Foundation for Southeast Michigan. Maria Stuart supported, and the board was polled. All board members approved, except Rick Scofield who abstained.

5. Maria Stuart moved to accept the Finance Committee’s recommendation to move the cash accounts from PNC to First National Bank of Howell. Katie LaCommare supported, and the board unanimously approved.
**DISCUSSION**

6. Holly Ward Lamb advised the board on the impact of upcoming MI minimum wage increases on the pay structure as a whole. She gave graphic representation of adjusting the entire pay structure based upon the new minimum wage starting in January 2020.

7. There was discussion of moving donated money into the Endowment Fund.

8. Holly Ward Lamb provided an update on the new fundraising letter format.

9. Holly Ward Lamb updated the board on the progress related to our latest Strategic Plan.

10. Holly Ward Lamb reminded the board about the Livingston County Trustees and Directors Dinner on October 24, 2019 at 6:30 pm hosted by Cromaine Library.

**COMMENTS & CONCERNS OF BOARD MEMBERS**

Rick Scofield shared his mother’s appreciation of a thank you note she received from the Archives. He also mentioned a potential grant opportunity with the Ralph Wilson Foundation for lending sports equipment to patrons. The Pinckney Library is currently availing itself of this opportunity.

Jill Hilla noted the impressive “lack of summer slide” data as it relates to the children that participated in the summer tutoring program.

Charlie Todd shared his positive personal experience working with Sergio Amezola, the library’s lawn care professional.

Charlie Todd moved to adjourn the meeting at 8:15pm. Katie LaCommare supported, and the board unanimously approved.

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Kathleen Murray, Recording Secretary