

**HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF DECEMBER 10, 2019**

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library to order at 5:30 pm.

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

Members present: Lynne Bondy, Rick Scofield, Maria Stuart, Charlie Todd, and Kathryn Tuck. Library Director, Holly Ward Lamb, was also present.

Absent: Katie LaCommare and Jill Hilla

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

Maria Stuart moved to approve the consent agenda, including Item A, Minutes from November 12, 2019; 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. She thanked board members for their condolences on the loss of her father-in-law.

Each board member received the Treasurer's Report for November 2019 electronically. Rick Scofield briefly reviewed the report with the board. He noted cash/investments are down roughly \$729,000 because the Endowment Fund is no longer shown as cash investment due to its move to the Community Foundation; \$200,000 moved from Norman Terry Trust and added to Endowment; and November normal cash burn of about \$234,000. Charlie Todd moved to accept the report as presented. Kathryn Tuck supported, and the board unanimously approved.

There were no committee reports during November.

Each board member received a copy of Director Holly Ward Lamb's report electronically. Additionally, she noted that she recently attended the annual update provided by Community Foundation of Southeast Michigan.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

1. Rick Scofield moved to adopt Resolution 19-20 to transfer \$200,000 from the General Revenue Fund 101 Balance to the Capital Improvement Reserve. Maria Stuart supported, and the board was polled. All board members approved.
2. Charlie Todd moved to adopt Resolution 19-21 to transfer \$68,699 from the General Fund 101 Undesignated Balance to the reserve Fund 472 for General Equipment and Furnishings Replacement. Rick Scofield supported, and the board was polled. All board members approved.
3. Charlie Todd moved to adopt Resolution 19-22 Resolution to Approve Pay Rate Structure Change effective January 19, 2020. Kathryn Tuck supported, and the board was polled. All board members approved.

DISCUSSION

4. Holly Ward Lamb and Kathryn Tuck were among those that met with the Redevelopment Ready Team on Monday, November 25, 2019. They provided an update as it relates to the sale of the library's vacant property.

IN-SERVICE TRAINING TOPIC

Nothing scheduled. The Trustee Holiday Dinner will commence at 7:00 pm at Chemung Hills Banquet Center.

COMMENTS & CONCERNS OF BOARD MEMBERS

Rick Scofield explained that his mother had a stroke a week ago, and therefore would not be attending the Trustee Dinner this evening. She is doing well, and is home.

Rick Scofield moved to adjourn the meeting at 6:09 pm. Maria Stuart supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary