

**HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF JANUARY 14, 2020**

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

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

Members present: Lynne Bondy, Katie LaCommare, Rick Scofield, Maria Stuart, Charlie Todd, and Kathryn Tuck. Library staff member, Scott Drapalik, was present, as well as Library Director, Holly Ward Lamb.

Absent: Jill Hilla

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

Katie LaCommare moved to approve the consent agenda, including Item A, Minutes from December 10, 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 circulated recently received thank you notes among the board.

Each board member received the Treasurer's Report for December 2019 electronically. Maria Stuart moved to accept the report as presented. Charlie Todd supported, and the board unanimously approved.

There were no committee reports during December.

Each board member received a copy of Director Holly Ward Lamb's report electronically. Additionally, she noted that our annual appeal efforts through January 9, 2020, netted \$17,800 compared to \$12,600 this time last year, and this is a very positive development. She pointed out that people were able to navigate the direct link to the Community Foundation of SE Michigan from the library's website, since we did receive donations. Library lot consultants are working to draft additional potential concepts, and this information will be presented in the coming months. Director Lamb also shared the news that the president of Cleary University, Dr. Jason Boyers, announced that he would resign in May of 2020.

IN-SERVICE TRAINING TOPIC

1. Supervisor Scott Drapalik provided an overview of the Circulation Department and previewed our new 24/7 pickup lockers.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

2. Rick Scofield moved to approve the Use of Library Grounds request of LACASA's Child Abuse Prevention (CAP) Council for Wednesday, April 8, 2020 for its annual Plant a Pinwheel Celebration and planting of the pinwheels. Charlie Todd supported, and the board unanimously approved.

DISCUSSION

3. Holly Ward Lamb reviewed progress on the Strategic Plan with the board. She questioned them on how they wish her to report "adding and strengthening partners." She stated she would provide a wrap up of this in March, when her evaluation is accomplished. Under *Diverse Ideas and Learning*, she noted the web team is trying new and exciting things with respect to the website. The "new" website completed its first year in January, and now we can start comparing "apples to apples" with respect to statistics. Under *Creativity and Critical Thinking*, we are working on the digitization grant, and the security cameras and pickup lockers are (almost) up and running. Under *Teamwork and Collaboration*, we will have our Staff Development Day in March. In addition, she and Administrative Assistant Diane McKee are working to update job descriptions and hope to have many completed by the end of March.
4. The board reviewed and discussed the library recruitment and orientation plan, as well as various term limits of current board members.
5. A budget planning session was scheduled for Wednesday, May 20 at 4:30 pm.

6. The board discussed potential topics for a board retreat. The board agreed that succession planning for board members might be a valuable subject. Director Holly Lamb will structure the meeting topic and advise the board. A date for the retreat will be selected at next month's meeting.

COMMENTS & CONCERNS OF BOARD MEMBERS

None.

Rick Scofield moved to adjourn the meeting at 7:56 pm. Kathryn Tuck supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary