

**HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF FEBRUARY 11, 2020**

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library to order at 7:03 pm.

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

Members present: Lynne Bondy, Jill Hilla (telephonically), Katie LaCommare, Rick Scofield, Charlie Todd (telephonically), and Kathryn Tuck. Library Director, Holly Ward Lamb, was also present, as well as: Lynee Wells from Aligned Planning, Richard Murphy from Michigan Municipal League, and Maleah Rakestraw from Williams & Works. Ervin Suida, Interim City Manager for the City of Howell as also present.

Absent: Maria Stuart

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

Rick Scofield moved to approve the consent agenda, including Item A, Minutes from January 14, 2020; and Item B, Bills and Payrolls. Kathryn Tuck supported, and the board unanimously approved.

There were no announcements or comments from the public.

IN-SERVICE TRAINING TOPIC

Lynee Wells from Aligned Planning and Richard Murphy from the Michigan Municipal League shared conceptual ideas with an update on potential developments in the city, as well as possibilities for the library's vacant property.

President Lynne Bondy had nothing to report.

Each board member received the Treasurer's Report for January 2020 electronically. Treasurer Rick Scofield briefly reviewed the report with the board. He noted that we are starting to receive tax money, and continue to look good from a cash perspective. Katie LaCommare moved to accept the report as presented. Kathryn Tuck supported, and the board unanimously approved.

The Policy Committee met via emails between January 16, 2020, and January 27, 2020, to review three new policies and wording updates on two policies.

Each board member received a copy of Director Holly Ward Lamb's report electronically. She had nothing to add to her written report.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

1. Jill Hilla moved to approve the Request for Use of Library Grounds from the Howell Area Parks & Recreation Authority to use the library grounds and the vacant property August 13-16 for Melon Fest activities. Charlie Todd supported, and the board unanimously approved.
2. Rick Scofield moved to approve the following policies as recommended by the Policy Committee: Accessibility Policy, Privacy Policy for the Website, Harassment Policy, and Recruitment of Staff. Katie LaCommare supported, and the board unanimously approved.

DISCUSSION

3. Holly Ward Lamb advised the board on the possibility of updating the lighting in the Youth Services area. Currently there is fluorescent lighting throughout the building. Unfortunately, the ballasts are dying and new ones are difficult to find. Fluorescent lights should not be thrown away, yet we cannot find anyone to recycle them. Our electricians advised us that we could keep the fixtures, but rewire them so they accommodate LED lights. LED's will assure that all lights are the same color. We received a quote for the lower level of the library for \$3381.00, which includes proper disposal of fluorescents. After three or four years, the energy savings will pay for the project. Rick Scofield stated, "That's where we need to go".
4. There was discussion on the in-service training information presented by Lynee Wells (Aligned Planning), Richard Murphy (Michigan Municipal League), and Maleah Rakestraw (Williams & Works) concerning options and development of the library's vacant property.
5. Holly Ward Lamb outlined a proposed new library policy for volunteer time off for consideration. The board discussed this proposal.

COMMENTS & CONCERNS OF BOARD MEMBERS

None.

Rick Scofield moved to adjourn the meeting at 8:51pm. Katie LaCommare supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary