

**HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF MARCH 10, 2020**

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

Charlie Todd moved to approve the agenda as presented. Katie LaCommare supported and the board unanimously approved.

Members present: Lynne Bondy, Katie LaCommare, Maria Stuart, Charlie Todd, and Kathryn Tuck. Library Director, Holly Ward Lamb, and Superintendent of Howell Public Schools Erin McGregor were also present.

Absent: Jill Hilla and Rick Scofield

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

Charlie Todd moved to approve the consent agenda, including Item A, Minutes from February 11, 2020; and Item B, Bills and Payrolls. Katie LaCommare supported, and the board unanimously approved.

There were no announcements or comments from the public.

IN-SERVICE TRAINING TOPIC

Erin McGregor, Superintendent of Howell Public Schools, provided an update of what is happening on our school system. He spoke about a new project “Camp Highlander” that will launch this summer. He also talked about various preparations being made in view of the coronavirus.

President Lynne Bondy had nothing to report.

Each board member received the Treasurer’s Report for February 2020 electronically. Katie LaCommare moved to accept the report as presented. Maria Stuart supported, and the board unanimously approved.

There were no committee meetings during the month of February.

Each board member received a copy of Director Holly Ward Lamb’s report electronically. Additionally she reported about our recent staff development day, but did not have evaluations tabulated yet. Our speakers, Kevin King and Casey Cooker from KPL, very well received.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

1. Katie LaCommare moved to accept the donation of a bench in memory of Edwin Ross Annatoyn. Charlie Todd supported, and the board unanimously approved.

DISCUSSION

2. The board briefly reviewed the process of the annual performance appraisal of the Director. There have been no recent changes to the process.
3. Holly Ward Lamb provided a brief update on negotiations concerning the library's vacant property. A meeting scheduled for Thursday, March 5 was cancelled. A new meeting date of Friday, March 13 has been scheduled. She stated she would send a link to the board to access all documents produced, and will report back with next steps.
4. The board reviewed process/deadlines with respect to the Kathleen Zaenger Public Service Scholarship. Completed applications for scholarships are due to the guidance counselor by March 27. Jill Hilla and Charlie Todd spearheaded the operation last year and will do so again this year. The decision on the scholarship recipient must be made by the end of April. Scholarship Night is scheduled for May 12.
5. The Nominating and Recruiting Committee will meet via email(s).
6. Holly Ward Lamb led a discussion of recent developments with the Coronavirus, and how it may affect library services in the coming weeks and months.

COMMENTS & CONCERNS OF BOARD MEMBERS

None.

Katie LaCommare moved to adjourn the meeting at 8:06 pm. Kathryn Tuck supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary