

**HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES
MINUTES OF MAY 12, 2020**

Under Executive Order 2020-75 “Temporary authorization of remote participation in public meetings and hearings and temporary relief from monthly meeting requirements for school boards” this meeting was held virtually.

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library to order at 7:14 pm.

Holly Ward Lamb explained the Zoom protocol to the board, and requested board members not to “talk over” one another. Lynne Bondy suggested that board members raise their hands to vote, and to mute themselves when not speaking to avoid background noise.

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

Members present virtually: Lynne Bondy, Jill Hilla, Katie LaCommare, Rick Scofield, Maria Stuart, Charlie Todd, and Kathryn Tuck.

Absent: None.

Jill Hilla moved to approve the consent agenda, including Item A, Minutes from March 10, 2020, and Item B, Bills and Payrolls. Charlie Todd supported, and all board members approved. NOTE: because of the cancellation of the April 2020 board of trustees meeting, April bills and payrolls were included for approval.

There were no announcements or comments from the public.

Present Lynne Bondy thanked library director Holly Ward Lamb for her leadership during these unprecedented times, and noted how quickly things changed and “turned upside down.” She recommended a book that her leadership team at work is reading: *Execution: The Discipline of Getting Things Done* by Larry Bossidy. Lynne outlined the principles of leadership as stated in the book: 1) know your people and your business; 2) insist on realism; 3) set clear goals and priorities; 4) follow through 5) reward doers; 6) expand people’s capabilities; and 7) know yourself. She stated that Holly Ward Lamb is doing a great job accommodating the rapid changes and going with the flow.

Each board member received the Treasurer's Reports for March and April 2020 electronically. Treasurer Rick Scofield briefly reviewed the latest report with the board. Charlie Todd moved to accept the reports as presented. Jill Hilla supported, and the board unanimously approved.

There were no committee meetings during the month of April.

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

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

1. Rick Scofield moved to approve the Pandemic Policy. Kathryn Tuck supported, and the board unanimously approved. It was noted this policy was drafted via email between the board meeting on March 10, 2020 and the time the library closed to the public on March 13, 2020.
2. Holly Ward Lamb presented an update outlining the status of the library, and anticipated plans. She cited survey results from Howell Synergy (a partnership between DDA/Mainstreet and the Howell Area Chamber of Commerce) concerning when people will feel comfortable coming back into small businesses, and what precautions will need to be in place. Director Lamb also requested emergency powers. Rick Scofield moved to grant Director Holly Ward Lamb emergency powers to create and implement provisional policies between May 13, 2020 and June 9, 2020. Such provisional policies need to be approved by a board officer prior to implementation. Any provisional policies must be presented to the full board at the June 9, 2020 board meeting for approval. Charlie Todd supported, and the board unanimously approved.
3. Jill Hilla moved to approve Alex Lam as the recipient of the 2020 Howell Carnegie District Library Kathleen Zaenger Public Service Scholarship. Charlie Todd supported, and the board unanimously approved.

DISCUSSION

4. Holly Ward Lamb reminded the board that she would be sending out the link to the Trustee Self-Assessment shortly.

5. Holly Ward Lamb announced the new slate of board officers effective July 1, 2020: President Kathryn Tuck, Vice President Maria Stuart, Treasurer Rick Scofield, and Secretary Charlie Todd. The process has been started to appoint two new board members with the completion of terms for current board members Katie LaCommare and Jill Hilla.

IN-SERVICE TRAINING TOPIC

Holly Ward Lamb led a brief budget planning discussion. She stated that all appropriate documents would be available as Google Docs before the meeting. The budget planning meeting is scheduled for Wednesday, May 20 at 4:30 pm. This planning meeting will be conducted virtually.

COMMENTS & CONCERNS OF BOARD MEMBERS

Jill Hilla stated how much she has enjoyed serving on the board and that she will miss everyone. She also stated that Holly Ward Lamb is doing a great job communicating and handling this situation. Katie LaCommare stated that her daughter would be attending Michigan State University in the fall. She noted that it was great working with everyone and that it is hard to believe it is over. She also complimented Holly Ward Lamb on a fabulous job.

Charlie Todd moved to adjourn the meeting at 8:23pm. Rick Scofield supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary