

**HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF JUNE 9, 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 conducted virtually.

President Lynne Bondy moved to call the public hearing for review of the proposed 2020-2021 budget to order virtually at 6:45 pm. Jill Hilla moved to adjourn the public hearing for review of the proposed 2020-2021 budget at 7:00 pm. Katie LaCommare supported, and all board members approved.

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

Katie LaCommare 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.

Rick Scofield moved to approve the consent agenda, including Item A, Minutes from May 12, 2020, and minutes from the budget work session of May 20, 2020; and Item B, Bills and Payrolls. Maria Stuart supported, and all board members approved.

There were no announcements or comments from the public.

Present Lynne Bondy noted that it is bittersweet to conduct this meeting virtually, since it does mark the end of terms for board members Katie LaCommare and Jill Hilla.

Each board member received the Treasurer’s Report for May 2020 electronically. Treasurer Rick Scofield very briefly reviewed the latest report with the board and noted the library is in “good shape” with a month left in the fiscal year. Charlie Todd moved to accept the report as presented. Jill Hilla supported, and the board unanimously approved.

There were no committee meetings during the month of May.

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

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

1. Jill Hilla moved to adopt Resolution 20-01 to amend the budget for fiscal year 2019-2020. Charlie Todd supported, and the board was polled. All board members approved.
2. Rick Scofield to adopt Resolution 20-02 to authorize transfer of funds from one fund to another fund. Katie LaCommare supported, and the board was polled. All board members approved.
3. Katie LaCommare moved to adopt Resolution 20-03 to authorize transfer of funds from reserve to revenue. Kathryn Tuck supported, and the board was polled. All board members approved.
4. Kathryn Tuck moved to adopt Resolution 20-04 to adopt a budget for fiscal year 2020-2021. Charlie Todd supported, and the board was polled. All board members approved.
5. Katie LaCommare moved to adopt Resolution 20-05 to authorize a wage adjustment for library staff. Jill Hilla supported, and the board was polled. All board members approved.
6. Charlie Todd moved to adopt Resolution 20-06 to honor the service of Katie LaCommare. Maria Stuart supported, and the board was polled. All board members approved.
7. Rick Scofield moved to adopt Resolution 20-07 to honor the service of Jill Hilla. Kathryn Tuck supported, and the board was polled. All board members approved.
8. Charlie Todd moved to elect Kathryn Tuck as President and Maria Stuart as Vice President for FY 2020-2021. Rick Scofield supported, and all board members approved.
9. Katie LaCommare moved to appoint Charlie Todd as Secretary and Rick Scofield as Treasurer for FY 2020-2021. Jill Hilla supported, and all board members approved.

10. Rick Scofield moved to adopt the Reopening Policy. Kathryn Tuck supported, and all board members approved. Holly Ward Lamb outlined new safety measures in place, and how staff is handling reopening.
11. Jill Hilla moved to approve the purchase agreement with III for cloud migration and hosting. Charlie Todd supported, and all board members approved.

DISCUSSION

12. Holly Ward Lamb provided an update on the library's pandemic closure and the Covid-19 Preparedness and Response Plan, which spells out things like cleaning protocols and health screening of employees. She also described the process for our new curbside pickup service, which she believes will need a crew of three during curbside hours. She noted the 24/7 lockers are currently not in operation since we are still lacking a hand sanitizing station near the lockers. Director Lamb also explained the Family First Act to the board, and what benefits are potentially available to staff under said act.
13. There was discussion and review of the board self-evaluation. Katie LaCommare expressed her desire for the library to be involved in anti-racism discussions/programming, and Holly Ward Lamb outlined some of the things she is doing, as well as a virtual book group through the library starting this summer.
14. The library board reviewed the cumulative results of each board member's individual annual performance appraisal of Library Director Holly Ward Lamb.
15. Trustee recruitment is a regular discussion item. Holly Ward Lamb stated that new trustees Susan Pominville and Tony Kant have filed the necessary paperwork with the Howell School Board and the City of Howell for appointment to the library board. Several board members thanked Lynne Bondy for her extended service as president of the library board, and welcomed Kathryn Tuck as the new president. Lynne Bondy will fulfill her remaining term as a regular trustee.

IN-SERVICE TRAINING TOPIC

Nothing scheduled.

COMMENTS & CONCERNS OF BOARD MEMBERS

Kathryn Tuck thanked Jill Hilla and Katie LaCommare for their service on the board. Rick Scofield advised the board that he would continue to appear for board meetings virtually for the next several months. Charlie Todd questioned board members on status of 2 Fogs Pub, and Rick Scofield advised that it was sold. Maria Stuart advised that the Livingston Post and WHMI radio station are collaborating to put on a virtual candidate forum on June 24. Jill Hilla thanked the board and said she was going to miss all involved. Katie LaCommare advised that libraries are “really in my heart,” and offered her future support.

Jill Hilla moved to adjourn the meeting at 8:41pm. Katie LaCommare supported, and all board members approved.

Kathleen Murray, Recording Secretary