HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF JULY 14, 2020

Under Executive Order 2020-129 "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 Kathryn Tuck called the regular meeting of the Howell Carnegie District Library to order at 7:04pm.

Maria Stuart moved to approve the agenda as presented. Lynne Bondy supported, and the board unanimously approved.

Members present virtually: Lynne Bondy, Susan Pominville, Maria Stuart, Charlie Todd, and Kathryn Tuck. Library Director, Holly Ward Lamb was present virtually, as well as Tony Kandt, member of the public.

Absent: Rick Scofield.

Lynne Bondy moved to excuse the absence of Rick Scofield. Susan Pominville supported, and the board unanimously approved.

Lynne Bondy moved to approve the consent agenda, including Item A, Minutes from June 9, 2020; and Item B, Bills and Payrolls. Charlie Todd supported, and all board members approved.

There were no announcements or comments from the public.

Holly Ward Lamb stated that the appointment of Tony Kandt to the library board did not make it on the Howell City Council's agenda from last night, but is on track for the agenda on July 27.

President Kathryn Tuck recognized this as her first meeting as President. She stated she is very excited, although it is certainly a nontraditional time for this organization.

Each board member received the Treasurer's Report for June 2020 electronically. Holly Ward Lamb reviewed the report with the board, explaining it to new board member Susan Pominville. She stated that Treasurer Rick Scofield is hoping to Zoom into August's meeting. Charlie Todd pointed out that the pie chart "slices" on the graph do not correspond with the percentages listed. Holly Ward Lamb will investigate this. Charlie Todd moved to accept the

report as presented. Lynne Bondy supported, and the board unanimously approved.

There were no committee meetings during the month of June.

Each board member received a copy of Director Holly Ward Lamb's report electronically. Additionally, Director Lamb provided a status update of the library's reopening plan. The building will physically reopen Monday, July 20 with reduced hours: M-Th 10am-6pm, Fri-Sat 10am-2pm. Curbside hours are extended to mirror the hours the building is open. She stated her intent to provide this level of service until the end of August. She is unclear what September will look like. She has prepared scripts for staff to follow with respect to enforcing/encouraging patrons to wear masks. She noted that some staff members are nervous about inviting the public back, but she believes 99 percent of our patrons do not cause problems.

ACTION ITEMS

OLD BUSINESS:
None.

NEW BUSINESS:

1.   Susan Pominville introduced herself to the board. She grew up in Howell, has three boys, and her husband is the IT director for Howell Public Schools. She does business marketing and graphic design work, and has worked with many downtown businesses in Howell and across the country. Tony Kandt introduced himself to the board. He has coached cross-country and track for Howell Public Schools. Growing up, his family owned a business in Howell. He appreciates the opportunity to contribute to this library. Lynne Bondy agreed to act as board sponsor to Susan Pominville, and Charlie Todd agreed to sponsor Tony Kandt.

2   Charlie Todd moved to adopt Resolution 20-08 to authorize bank signatures. Lynne Bondy supported and the board was polled. All board members approved.

3.   Lynne Bondy moved to adopt Resolution 20-09 to authorize library investments. Maria Stuart supported, and the board was polled. All board members approved.

4.   Charlie Todd moved to adopt Resolution 20-10 to authorize transfer of funds to the Sick/Vacation Reserve. Maria Stuart supported, and the board was polled. All board members approved.

5. Lynne Bondy moved to adopt Resolution 20-11 to authorize benefits for Emeritus Library Trustees. Maria Stuart supported, and the board was polled. All board members approved.

6. Holly Ward Lamb explained trustees would receive an email containing the Annual Board Commitment to Excellence. A response of "I pledge" will signify a signature.

7. Charlie Todd moved to accept the Board Meeting Topics Calendar for 2020-2021. Maria Sturt supported, and the board unanimously agreed.

8. Charlie Todd moved to accept the Howell RFQ draft_20200409, with changes discussed at this meeting, from the Michigan Economic Development Corporation. Susan Pominville supported, and the board unanimously agreed. Changes include updating the unemployment rate contained on page 5, and revising the number of parking spots from 20 to 26 on page 12.

9. Lynne Bondy moved to approve a purchase agreement with Envisionware for three new self-check stations for $12,955. Charlie Todd supported, and the board unanimously agreed.

DISCUSSION

10. The board reviewed the performance evaluation of Director Holly Ward Lamb.

11. There was discussion of the training topics calendar for 2020-21.

12. There was discussion of a library Board & Administrator's Retreat. Originally planned for June, the topic was library board succession. It was agreed the director would monitor the situation and bring it back in person when it is safe to do so.

13. Board members reviewed the roster of members for changes/additions.

14. There was discussion of the Livingston County Trustees & Directors Meeting. Typically, this event is held in October. It was agreed the director would monitor the situation, discuss it with other county directors, and bring it back in person when it is safe to do so. Charlie Todd commented that he "does not see it happening for quite a while."

IN-SERVICE TRAINING TOPIC
Nothing scheduled.

COMMENTS & CONCERNS OF BOARD MEMBERS
None.

Charlie Todd moved to adjourn the meeting at 8:16pm. Maria Stuart supported, and the board unanimously agreed.

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Kathleen Murray
Recording Secretary