

**HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF AUGUST 11, 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 7:02 pm.

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

Members present virtually: Lynne Bondy (arrived at approximately 7:15pm), Bob Ellis, Susan Pominville, Rick Scofield, Maria Stuart, Charlie Todd, and Kathryn Tuck. Library Director, Holly Ward Lamb, was also present virtually, as well as City Manager for the City of Howell, Paul DeBuff.

Absent: None.

IN-SERVICE TRAINING TOPIC

City Manager for the City of Howell, Paul DeBuff, introduced himself to the library board and outlined his experience and qualifications for city manager. Maria Stuart questioned the process of how Bob Ellis came to be on the board. Holly Ward Lamb explained that although Tony Kandt made an application and joined us for the July meeting, he had not been appointed to the board by the Howell City Council. Howell City Council and Howell School Board are the two entities that appoint library trustees. Director Lamb went on to state that Tony Kandt was identified as interested in serving on the library board and completed the application process. She also noted that library bylaws do allow one library trustee position to be filled from the current school board or city council, although it has never happened before. Bob Ellis stated the reason Mayor Proctor wanted a city council member to join the library board is to have an open line of communication between the library and city council. Paul DeBuff left the meeting at 7:29pm.

Charlie Todd moved to approve the consent agenda, including Item A, Minutes from July 14, 2020; and Item B, Bills and Payrolls, and Item C, Certify Delegates to MERS. Maria Stuart supported, and all board members approved.

There were no announcements or comments from the public.

President Kathryn Tuck stated that since this is only her second meeting as president, she asked board members to bear with her as she settles in. She recently updated her library card and is looking forward to participating in virtual events.

Each board member received the Treasurer's Report for July 2020 electronically. Treasurer Rick Scofield briefly explained the report to the board, including clarification on the inaccuracies of the pie chart. Board members agreed to eliminate the pie chart from future reports. Treasurer Scofield explained that since our fiscal year ended on June 30, no interest is reported for the month of July, but that we should see it again starting in August. Lynne Bondy moved to accept the report as presented. Bob Ellis supported, and the board unanimously approved.

There were no committee meetings during the month of July.

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

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

1. Trustees welcomed Bob Ellis to the board and Charlie Todd was appointed his board sponsor.
2. Holly Ward Lamb noted that August is the time we look at committee appointments. Rick Scofield moved to suspend Legislative Network/Library Trustee Coalition Board Committee. Maria Stuart supported, and the board unanimously approved.
3. Maria Stuart moved to adopt the board committees and nominating committee chair for 2020-2021. Rick Scofield supported, and the board unanimously approved.
4. Lynne Bondy moved to adopt the training topics calendar for board meetings for 2020-2021. Susan Pominville supported, and the board unanimously approved.
5. Rick Scofield moved to adopt Resolution 20-12 to authorize the operating millage for 2020. Charlie Todd supported, and the board was polled. All board members approved.

6. Lynne Bondy moved to approve the COVID-19 bonus as discussed at this meeting. Charlie Todd supported, and the board unanimously approved.

DISCUSSION

7. Holly Ward Lamb updated the board on the library's recent reopening. She noted that the number of patrons coming in each day is trending upward, although August is traditionally a slower month. Current library hours are 10am-6pm Monday through Thursday, 10am-2pm Friday and Saturday. Curbside pickup is also offered during those hours. Based on limitations because of current Executive Orders, there will be no in-library programs until at least January 1, 2021. A health event is planned for a Saturday in September that will include a flu shot clinic (in partnership with Walgreens) and yoga classes with Lisa Cain of SoulShine Yoga. We are considering outdoor early literacy classes that will run until the weather turns. Adult services staff is working on scheduling additional virtual programs. Normally the library is open on Sundays after Labor Day, but we are holding off on that and will keep our current hours until at least September 30. Meeting rooms will not be available until the first of the year, and we are accepting limited book donations for the Friends of the Library. In addition, MeL is up and running again as of August 10. Holly stated she is preparing an email to the staff that includes information on all updates and will share it with the board.
8. The board reviewed the process for Library Director's Performance Appraisal.
9. Holly Ward Lamb provided an update on the library's vacant lot, and shared an updated timeline with respect to its sale. Bob Ellis stated that although he is currently a city council member for the City of Howell, his fiduciary responsibility is to the library when he is on the library board. Lynne Bondy stated that it is a "very optimistic" timeline. Charlie Todd expressed interest in reviewing proposals received in connection with the RFQ.
10. The board discussed plans for the Trustee Holiday Dinner. Director Lamb recommended cancellation of the celebration this year and the board concurred.

COMMENTS & CONCERNS OF BOARD MEMBERS

Maria Stuart's news outlet, The Livingston Post, is now updated. She requested everyone take a look and provide feedback. Susan Pominville thanked Holly Ward Lamb for all of the extra work she has put in over the last few months.

Charlie Todd expressed his happiness to have new board members Susan Pominville and Bob Ellis on the board, and asked about an updated contact list. Rick Scofield thanked board members for the cards and emails he recently received. Bob Ellis stated that he appreciates everyone's welcome and that melon ice cream is now being sold at Jonna's Market, with proceeds going to charity. Lynne Bondy apologized for being late to the meeting and welcomed Bob Ellis to the board

Charlie Todd moved to adjourn the meeting at 8:33pm. Bob Ellis supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary