

**HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF SEPTEMBER 8, 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 7:00pm.

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

Members present virtually: 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 Chief of Howell Police Department, Scott Mannor.

Absent: Lynne Bondy

Maria Stuart moved to excuse the absence of Lynne Bondy. Bob Ellis supported, and the board unanimously approved.

IN-SERVICE TRAINING TOPIC

Chief of Howell Police Department Scott Mannor introduced himself to the board and outlined his experience and qualifications for his new position. He also invited board members to tour the offices of the Police Department and participate in a ride-a-long with a Howell Police Officer.

Bob Ellis moved to approve the consent agenda, including Item A, Minutes from August 11, 2020; and Item B, Bills and Payrolls. Charlie Todd supported, and all board members approved.

There were no announcements or comments from the public.

President Kathryn Tuck wished everyone a “Happy International Literacy Day,” and reminded the board that it is a “good time to take stock of what we are doing in this community and around the world to further literacy.”

Each board member received the Treasurer’s Report for August 2020 electronically. Treasurer Rick Scofield briefly explained the report to the board. He also questioned the library director on a line item that is apparently over budget. Holly Ward Lamb noted that a mistake had been made and that it will

be adjusted to get all expenditures in the right accounts. Rick Scofield also explained to Bob Ellis that most of the library's revenue is received during the winter months as tax payments. Bob Ellis moved to accept the Treasurer's Report as presented. Maria Stuart 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. Additionally, she reminded the board that the MLA conference would be virtual this year. She requested board members that are interested to let her know by September 18, the end of next week. She thanked the board on behalf of herself and staff members that received COVID bonuses.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

1. Bob Ellis moved to approve the Use of Library Grounds Application for the Livingston Lakes Chapter E.G.A. for its monthly meeting on Wednesday, September 9, 2020. Susan Pominville supported and the board unanimously approved.
2. Rick Scofield moved to approve the Use of Library Grounds Application for Livingston County Catholic Charities to use the library lot during the Race for Recovery on September 12, 2020. Charlie Todd supported and the board unanimously approved.
3. Rick Scofield moved to approve the Use of Library Grounds Application for Livingston Community Prevention Project during its community scavenger hunt on September 19, 2020. Bob Ellis supported and the board unanimously approved.

DISCUSSION

4. Holly Ward Lamb provided an update on the reopening of the library. She shared statistics on the number of people coming into the building, and noted that we are trending upward with today being the busiest day we have had since reopening. She stated that as it goes up a little more, we might have to worry about the 25 percent occupancy, which is 45 people at a time. She stated that most people love curbside pickup, but she is working out the most effective and efficient way to staff it. She noted that MeLcat is up and running and the number of requests is increasing. Overall, she feels the reopening experience has been mostly positive.

5. Holly Ward Lamb reviewed the library's landscaping plan for the new board members. There was concurrence by board members that we wish to proceed with the plan when it becomes possible.
6. President Kathryn Tuck provided an update on completed projects for FY2019/20 of the City of Howell Downtown Development Authority, as well as plans for FY2020/21. Kathryn Tuck serves as treasurer for the DDA. She stated that M-Dot is moving forward to create mid-block breaks in front of the library, the courthouse, and City Hall. She noted this is wonderful news, and one of the top things the DDA has had requested from citizens. She reminded the board about "Cash Mob Howell" a promotional tool to help stimulate the small business in Howell. Holly Ward Lamb corrected one point and stated that the library has always done its own snow removal around the building and along our back driveway. Snow removal for the library has never been done by the City of Howell.
7. The developer showcase for the Holkins Redevelopment Project, with property partially owned by the Howell Library, was held on August 25, 2020. The City is hoping to field 3-5 offers for the site by September 30.

COMMENTS & CONCERNS OF BOARD MEMBERS

None.

Bob Ellis moved to adjourn the meeting at 8:08. Charlie Todd supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary