

**HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF NOVEMBER 10, 2020**

Under Executive Order 2020-154 “Alternative means to conduct government business during the COVID-19 pandemic” this meeting was conducted virtually.

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

Holly Ward Lamb provided an update on the Open Meetings Act.

Members present virtually: Lynne Bondy (Genoa Township, Livingston County, MI), Bob Ellis (City of Howell, MI), Susan Pominville, (Howell Township, Livingston County, MI) Rick Scofield (Oceola Township, Livingston County, MI) Maria Stuart (City of Howell, MI), Charlie Todd (City of Howell, MI), and Kathryn Tuck (City of Howell, MI). Library Director, Holly Ward Lamb (City of Howell, MI) was also present virtually, as well as Greg Clum of Bredernitz, Wagner & Co., P.C. (Howell Township, Livingston County, MI).

Absent: None

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

ACTION ITEMS

NEW BUSINESS:

1. Greg Clum of the accounting firm of Bredernitz, Wagner & Co., P.C., reviewed the financial audit for the fiscal year 2019-2020 with the board. Greg Clum left the meeting at 7:33pm. Charlie Todd moved to accept the financial audit for the fiscal year 2019-2020 as presented. Lynne Bondy supported, and the board unanimously approved.

Rick Scofield moved to approve the consent agenda as presented. Bob Ellis supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Kathryn Tuck noted there is still time to register for two upcoming MLA trustee webinars on November 12 and November 19. Holly Ward Lamb stated that if they were interested but unavailable on those dates, she would post recordings provided by MLA. President Tuck also stated she is looking

forward to virtually attending the upcoming investment briefing from the Community Foundation of SE Michigan.

Each board member received the Treasurer's Report for October 2020 electronically. Treasurer Rick Scofield briefly explained the report to the board. Bob Ellis moved to accept the report as presented. Lynne Bondy supported, and the board unanimously approved.

Each board member received the minutes from the finance committee meeting of October 19, 2020 electronically.

Each board member received a copy of Director Holly Ward Lamb's report electronically. Additionally, she stated that considering the rising COVID numbers in Livingston County, and that the positivity rate is an accelerating 12.3 percent, she is proposing that we roll back the amount of time patrons are allowed in the building to 30 minutes (from 60 minutes). She noted the anxiety among staff members and that it is affecting staff morale. If the positivity rate reaches 15 percent in Livingston County, she stated she would make the difficult decision to move the library to curbside service only for a minimum of two weeks. She also stated we would be removing most chairs for patrons to use in the building. There is another moving piece here, since guidelines from MIOHSA are requiring that any work that can be done from home needs to be done from home, which will affect staff scheduling. She also advised the board that on a more positive note, the staff is working with the local Salvation Army office to adopt-a-family for the holidays and it is very nice to see them working together on anything.

ACTION ITEMS, cont.

OLD BUSINESS:

None.

NEW BUSINESS, cont.

2. Lynne Bondy moved to adopt Resolution 20-13 Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals. Bob Ellis supported, and the board was polled.
3. Bob Ellis moved to adopt Resolution 20-14 MERS Defined Benefit Plan Adoption Agreement. Charlie Todd supported, and the board was polled. All board members approved.
4. Bob Ellis moved to adopt Resolution 20-15 MERS Defined Benefit Plan Surplus Division Adoption Addendum. Lynne Bondy supported, and the board was polled. All board members approved.

5. Bob Ellis moved to adopt Resolution 20-16 to Fund the MERS Surplus Division for \$200,000. Rick Scofield supported, and the board was polled. All board members approved.
6. Charlie Todd moved to adopt Resolution 20-17 to Rescind and Supersede Resolution 17-17. Bob Ellis supported, and the board was polled. All board members approved.
7. Lynne Bondy moved to amend the 2020 Library Closing Dates. Susan Pominville supported and all board members approved.
8. Bob Ellis moved to accept the 2021 Library Closing Dates. Charlie Todd supported and all board members approved.
9. Rick Scofield moved to accept the library landscape renovation plan. Charlie Todd supported and all board members approved.

DISCUSSION

10. Holly Ward Lamb continued with her update of the Open Meetings Act. She stated that the board might meet virtually through December 31, 2020, for any reason as long as they announce members' locations in the meeting minutes. From January 1, 2021 through December 31, 2021, to attend a meeting virtually, a board member must satisfy one of the following criteria: military duty, a medical condition, or a statewide or local state of emergency. After December 31, 2021, it changes again. At that point, the only reason you may attend a meeting virtually would be because you are satisfying military service. She will keep the board apprised of changes as they come.
11. The board discussed changes to the library's pay structure based upon an upcoming change in Michigan's minimum wage.
12. Holly Ward Lamb reminded the board about the process for fulfilling the Kathleen Zaenger Public Service Scholarship 2021. Rick Scofield suggested we ask former board member Jill Hilla to assist with the process. Holly Ward Lamb agreed to contact her.
13. Kathleen Murray shared information and provided an update on the library's annual appeal.
14. Holly Ward Lamb shared recent information on the sale of the library's vacant lot. One of the two developers that submitted interest has withdrawn, and we are awaiting a letter of intent from the remaining entity. When the letter of intent is received, Holly Ward Lamb will send it to the library's attorneys for review.

IN-SERVICE TRAINING TOPIC

Holly Ward Lamb shared a very brief MLA Virtual Conference report with the board. She noted that because the conference was virtual this year, more staff members were able to enjoy the presentations.

COMMENTS & CONCERNS OF BOARD MEMBERS

Rick Scofield requested a refresher on the library's current insurance coverage during a future board meeting. Holly Ward Lamb said she would be happy to provide information and possibly schedule a virtual visit from the library's insurance representative.

Charlie Todd moved to adjourn the meeting at 8:46pm. Rick Scofield supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary