

**HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF OCTOBER 13, 2020**

While awaiting clarification of the MI Supreme Court ruling on Friday, October 2, 2020 related to executive orders put in place by Gov. Whitmer, the October 13, 2020 board meeting will be held virtually based on Executive Order 2020-154 "Alternative means to conduct government business during the COVID-19 pandemic".

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

Members present virtually: Lynne Bondy, 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 Tim Church, Director, Howell Area Parks and Recreation Authority.

Absent: None

IN-SERVICE TRAINING TOPIC

Tim Church, Director, Howell Area Parks and Recreation Authority, gave an update of happenings at HAPRA, including an upcoming move to the Oceola Community Center, a rebuilt, larger site. The Bennett Center will still be used as the preschool location and as the Hive Teen Center. Tim Church left the meeting at approximately 7:20pm.

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

Lynne Bondy moved to approve the consent agenda, including Item A, Minutes from September 8, 2020; and Item B, Bills and Payrolls. Charlie Todd supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Kathryn Tuck asked the board if they had any desire or ideas to have a bit of social time and wondered how this might be accomplished in a meaningful virtual way. She stated that she is very open to suggestions and asked that they let her know if there were something they would like to see.

Each board member received the Treasurer's Report for September 2020 electronically. Treasurer Rick Scofield briefly explained the report to the board, and said, "We are on track most everywhere and doing well". Bob Ellis moved

to accept the Treasurer's Report as presented. Lynne Bondy supported, and the board unanimously approved. Holly Ward Lamb explained that we make large one-time payments for maintenance contracts for system maintenance and equipment maintenance, which is why those items have exhausted more than 50 percent of their yearly budgeted funds. She also questioned the board on potential banking changes in an attempt to earn more interest, and agreed with Rick Scofield's assessment to take a look at different banks to see what they are offering.

There were no committee meetings during the month of September.

Each board member received a copy of Director Holly Ward Lamb's report electronically. Additionally, she stated she is planning to attend the grand opening of the whimsical garden space in downtown Howell. She mentioned a recent article in the Press & Argus about the new space and the library's part in the grant application.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

1. Holly Ward Lamb provided an update to the board on the library as it exists during the pandemic. She explained updates to the library's Reopening Policy and Plan in light of a recent Michigan Supreme Court decision that changed the legality and ended the governor's existing Executive Orders. These updates reflect orders issued by MDHHS concerning mask wearing and building occupancy. She stated that in-person events at the library would be suspended until at least March of 2021. She shared graphs that showed the current number of people coming into the building as compared with this time last year. She has decided to keep the current library hours in place until at least the beginning of January, which necessitated some changes to the library closing calendar: we will be open until 6:00 pm the Wednesday before Thanksgiving (as opposed to closing at 5:00 pm as previously agreed) and we will close the Saturday between Christmas and New Year's Day. Holly Ward Lamb also outlined potential changes to our curbside pickup service to improve the effectiveness of staff time. Bob Ellis moved to approve the updated Reopening Policy and Plan. Charlie Todd supported, and the board unanimously approved.
2. Bob Ellis moved to accept the Director's Goals for 2020-2022. Susan Pominville supported, and the board unanimously approved.

DISCUSSION

3. Holly Ward Lamb shared the latest information on the sale of the library's vacant property, and the board had the opportunity to review two proposals from potential buyers. She requested one board member (in addition to herself) sit on the review committee. Rick Scofield agreed to sit on the committee. Holly Ward Lamb stated she would seek the advice of the library's attorneys for information on potential nondisclosure agreements or FOIA requests as well as what may be discussed at board meetings with respect to the sale of the property.
4. The board reviewed its Library Trustee Orientation and Recruitment Plan, and discussed future board openings. Director Lamb checked in with new board members Susan Pominville and Bob Ellis. Two board members will come to the end of their terms next June and we will be looking for one appointee from the City of Howell and one from a township. Potentially she is looking at Tony Kandt (from the City) and Lynn Hewett (from one of the townships), both of whom have expressed interest in serving.
5. Holly Ward Lamb advised the finance committee (Lynne Bondy, Rick Scofield, and Bob Ellis) that it needed to meet, and she would be emailing them to schedule a meeting. The meeting will be conducted over ZOOM.
6. The board reviewed and discussed a recent anonymous letter to the library concerning safety measures during the pandemic. Holly Ward Lamb advised of recent training required for all staff regarding pandemic rules and rules of conduct in general.

COMMENTS & CONCERNS OF BOARD MEMBERS

None.

Bob Ellis moved to adjourn the meeting at 8:11pm. Rick Scofield supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary