HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF DECEMBER 8, 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 7:02 pm

Members present virtually: Lynne Bondy (attending virtually from Genoa Township, MI), Susan Pominville (attending virtually from Howell Township, MI), Rick Scofield (attending virtually from Oceola Township, MI), Maria Stuart (attending virtually from City of Howell), Charlie Todd (attending virtually from City of Howell), and Kathryn Tuck (attending virtually from City of Howell). Library Director, Holly Ward Lamb (attending virtually from City of Howell), was also present. Bob Ellis appeared at 7:06pm (attending virtually from City of Howell)

Absent: None

Lynne Bondy moved to amend the agenda to move Discussion item no. 7 to New Business item no. 2. Susan Pominville supported and all board members approved. Charlie Todd moved to approve the agenda as amended. Maria Stuart supported and all board members approved.

Lynne Bondy moved to approve the consent agenda as presented. Charlie Todd supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Kathryn Tuck thanked board members for “sticking with us” in an untraditional format, and everything they are doing for the library.

Each board member received the Treasurer’s Report for November 2020 electronically. Treasurer Rick Scofield briefly acknowledged, “everything looks as it should” with respect to the library’s finances. Bob Ellis moved to accept the report as presented. Charlie Todd supported, and the board unanimously approved.

There were no committee meetings during the month of November.

Each board member received a copy of Director Holly Ward Lamb’s report electronically. Additionally, she noted there has been some motion at the state
level relating to the Open Meetings Act, which may extend the ability to meet virtually through March 30, 2021. She will keep the board posted. She noted Susan Pominville and Bob Ellis were able to participate in trustee training from the Library of Michigan, and posed a question to her about email addresses. She stated if anyone would like “howelllibrary.org” email addresses, it might protect your personal email from FOIA requests. Bob Ellis pointed out that any email you get as board member is public record, cannot be deleted, and must be retained indefinitely. He has an email address from the City of Howell and he will use that. Holly Ward Lamb will question Claire Membiela, an attorney from Library of Michigan, about potential conflict between a City of Howell email address and a Howell Library email address. Kathryn Tuck, Maria Stuart, Susan Pominville, and possibly Bob Ellis would like “howelllibrary.org” email addresses. Bob Ellis also asked questions about the establishment of a district library. Holly Ward Lamb said since everything we have concerning that process is paper based, she will review it and attempt to create a summary. When completed, it will be included in the trustee notebook.

**ACTION ITEMS**

**OLD BUSINESS:**
None.

**NEW BUSINESS:**

1. Holly Ward Lamb provided a status report on the library. She stated that since the epidemic order was extended another 12 days, her instinct is to extend our current level of service until January 4. The way we are currently operating (curbside pickup and limited access to technology) may be giving the staff a greater sense of comfort. Unless things change drastically, we want to keep this level of service going.

2. Holly Ward Lamb provided an update on the sale of the library’s vacant property. She summarized a newly received Option Agreement from True North, LLC. Bob Ellis moved to grant approval for Holly Ward Lamb to sign an agreement, not to exceed a 6% commission, with John K. Porth, of Thomas A. Duke Company, to act as the seller’s representative for the library’s property at Sec 36, T3N, R4E, Howell City, Crane & Brooks Addition Lots 121, 122 & 123 and Sec 36, T3N, R4E, Howell City, Crane & Brooks Addition, Lot 124. Lynne Bondy supported, and the board unanimously approved.

3. Bob Ellis moved to adopt Resolution 20-18 Resolution to Set Aside Money for Major Maintenance and Capital Improvements. Susan Pominville supported and the board was polled. All board members approved.
4. Susan Pominville moved to adopt Resolution 20-19 Resolution to Set Aside Money for Replacing Equipment and Furnishings. Bob Ellis supported and the board was polled. All board members approved.

5. Lynne Bondy moved to adopt Resolution 20-20 Resolution to Approve Pay Rate Structure Change. Bob Ellis supported and the board was polled. All board members approved.

6. Rick Scofield moved to approve a purchase agreement for $13,897.00 with K&J Electric for LED light replacement. Charlie Todd supported and all board members approved.

DISCUSSION

7. Holly Ward Lamb updated the board on the Families First Coronavirus Response Act and Expanded Family and Medical Leave, currently set to expire Dec. 31. The FFCRA requires employers to provide two weeks (up to 80 hours) sick pay for staff caring for someone with COVID, required to quarantine, or that actually gets COVID. Two library staff members have used this bonus sick pay this year. At the January meeting, Director Lamb will introduce a resolution to amend our paid time off policy to mirror the federal statute.

8. Holly Ward Lamb provided an update on the library’s spring landscaping project. Request for bids have been sent to three local landscape firms, Evergreen Outdoors, Inc., Green Up Landscaping, and Leppek Landscaping. A pre-bid meeting is scheduled tomorrow at 4:00pm. Bids are due December 17. A proposed schedule has the project starting April 12, 2021, and completed May 14, 2021. The selection of a landscape firm will be made in January or February.

IN-SERVICE TRAINING TOPIC

Holly Ward Lamb reviewed the library’s property and liability insurance with the board.

COMMENTS & CONCERNS OF BOARD MEMBERS

Bob Ellis stated the county would potentially declare a state of emergency to enable organizations to continue to meet virtually after December 31. The City of Howell is also considering such a declaration. Holly Ward Lamb noted the generosity of the staff in our Salvation Army Adopt-a-Family holiday project. She also thanked the board for its invaluable assistance during this tough year.
Maria Stuart moved to adjourn the meeting at 7:57pm. Bob Ellis supported and the board unanimously approved.

__________________________
Kathleen Murray, Recording Secretary