HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF JANUARY 12, 2021

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 7:00 pm

Members present: Lynne Bondy (attending virtually from Genoa Township, MI), Bob Ellis (attending virtually from City of Howell, 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, MI), Charlie Todd (attending virtually from City of Howell, MI), and Kathryn Tuck (attending virtually from City of Howell, MI). Library Director, Holly Ward Lamb (attending virtually from City of Howell, MI), was also present, as well as Randy Ross, Vice President Philanthropic Services, Community Foundation of Southeast Michigan (attending virtually from the City of Ann Arbor, MI).

Absent: None

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

IN-SERVICE TRAINING TOPIC

1. Randy Ross, Vice President Philanthropic Services, Community Foundation of Southeast Michigan, provided an overview of the foundation and the funds we entrusted to them for the board.

Lynne Bondy 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 welcomed the board to a new year. She noted how much her husband is enjoying virtual library services.

Each board member received the Treasurer’s Report for December 2020 electronically. Treasurer Rick Scofield briefly explained the report to the board, and noted that because of the time of year, we should begin receiving tax money soon. He stated everything looks good and is under control. 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 December.

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

**ACTION ITEMS**

**OLD BUSINESS:**
None.

**NEW BUSINESS:**

2. Holly Ward Lamb provided an update on the library, as well as information concerning the new Sick Leave Related to COVID-19 Pandemic Policy. She stated the library was still open for curbside pickup with limited access to computers, but barring a huge spike in numbers, she is anticipating reopening the building on Monday, January 18 at 30 percent capacity with a 30-minute limit. She stated that as an organization, the library agrees to offer benefits to staff through the Continuing Consolidated Appropriations Act. Charlie Todd moved to approve the Sick Leave Related to COVID-19 Pandemic Policy. Bob Ellis supported, and the board unanimously approved.

3. Lynne Bondy moved to approve a purchase agreement with Leppek Landscape for $71,535 for landscape improvements. Bob Ellis supported, and the board unanimously approved. Holly Ward Lamb noted that this is not the final dollar amount since electrical work is necessary, plus a ten percent contingency, a standard amount included by landscape architect Randy Metz. Board members agreed that funds from the Norman Terry Trust would be utilized for this project.

**DISCUSSION**

4. Holly Ward Lamb provided a brief update on the sale of the library’s vacant lot, although not much has occurred since last month. She stated that she did sign an agreement with Duke Realty to be our seller’s representative, and that no one has signed an option agreement. An acceptable option agreement is still being drafted.

5. Board of Trustees and the library director reviewed and discussed the current strategic plan.
6. A regular January discussion item, the board reviewed the Library
Trustee Recruitment and Orientation Plan. Holly Ward Lamb noted that
we would need to fill two spots this July.

7. The date of Wednesday, May 19 at 4:30pm was selected for a budget
planning session for the 2021-2022 fiscal year. This meeting should last
approximately one hour.

8. The board agreed to meet for the annual Board & Administrators Retreat
on August 25, 2021, 10am-2pm. There was discussion on choosing
relevant topic(s). Topics suggested by Director Lamb included trustee
recruiting, parking, and a review of what we have been through, with an
emphasis on what worked well and how to incorporate it going forward.
Rick Scofield wondered about recruiting someone to take over the
responsibilities of treasurer this summer so he could work with that
person before his term ends. Bob Ellis noted his experience as treasurer,
and volunteered to assume the role.

COMMENTS & CONCERNS OF BOARD MEMBERS
Lynne Bondy asked about using a widget from SE Community Foundation on
our website. Susan Pominville questioned a donation made specifically to the
Archives and wondered about the history of this particular donation.

Charlie Todd moved to adjourn the meeting at 8:18pm. Maria Stuart
supported, and the board unanimously approved.

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Kathleen Murray, Recording Secretary