HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
MINUTES OF FEBRUARY 9, 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 Erin McGregor (attending virtually from City of Howell, MI) and Tony Kandt (attending virtually from City of Howell, MI).

Absent: None

Notary Public Tony Kandt administered the Oath of Office to all current board members. Tony Kandt exited the meeting at approximately 7:07 pm.

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

IN-SERVICE TRAINING TOPIC

1. Erin McGregor, Superintendent, Howell Public Schools, provided an update of the current situation at HPS. Mr. McGregor exited the meeting at approximately 7:30 pm.

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

There were no announcements or comments from the public.

President Kathryn Tuck noted the board is currently scheduled to meet remotely through the end of March, and that she would continue to participate remotely through at least May for personal reasons. Holly Ward Lamb stated that she anticipates virtual meetings to continue past March. Bob Ellis stated that the City of Howell is allowed to issue its own State of Emergency to amend the Open Meetings Act and continue virtual meetings.
Each board member received the Treasurer’s Report for January 2021 electronically. Treasurer Rick Scofield briefly explained the report to the board. He advised we generally receive the majority of tax dollars by the end of February. There was board discussion concerning the monthly budget status report. Holly Ward Lamb reminded the board that it approves a category budget rather than a line item budget, and by category, we are well under budgeted amounts. Lynne Bondy moved to accept the report as presented. Bob Ellis supported, and the board unanimously approved.

There were no committee meetings during the month of January.

Each board member received a copy of Director Holly Ward Lamb’s report electronically. She had nothing to add to her written report, other than showing off the newly designed Howell Carnegie Library facemask. She stated that each board member would be the recipient of one.

**ACTION ITEMS**

**OLD BUSINESS:**
None.

**NEW BUSINESS:**

2. Bob Ellis moved to approve a purchase agreement with ControlNet for $10,500 to pre-purchase 100 hours of service time. Maria Stuart supported, and the board unanimously approved.

**DISCUSSION**

3. Holly Ward Lamb provided an update on the library. It is now open to the public with time and capacity limitations. She stated that curbside pickup is still going strong on these cold days, and even with the library building closed, we were the most accessible library in the county, since we allowed computer access. She noted we are not offering tax assistance in the building this tax season, but mentioned we will be extending time on the public computers for people preparing their own returns.

4. Holly Ward Lamb provided a brief update on the sale of the library’s vacant lot. She is expecting potential buyer True North to submit another purchase agreement through Duke Real Estate.

5. Holly Ward Lamb shared amendments to the Library Privacy Act with the board.
6. Holly Ward Lamb reviewed a chart of changes to library accounts with the board. She noted when we prepare our budget in May things will look a little bit different.

 COMMENTS & CONCERNS OF BOARD MEMBERS
 Charlie Todd requested to be excused from the March meeting since he will be traveling. Bob Ellis and Rick Scofield decided that Rick would continue in his position as Treasurer, but that he and Bob will meet in approximately one year to assist with the transition of the treasurer position.

 Bob Ellis moved to adjourn the meeting at 8:10pm. Charlie Todd supported, and the board unanimously approved.

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Kathleen Murray, Recording Secretary