President Kathryn Tuck called the regular meeting of the Howell Carnegie District Library to order at 7:01pm.

Members present: Bob Ellis, Lyn Hewitt, Tony Kandt, Susan Pominville, Rick Scofield, Maria Stuart, and Kathryn Tuck. Library Director Holly Ward Lamb and Carrie Newstead, First National Bank of Howell, were also present.

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

**NEW BUSINESS:**

1. Carrie Newstead administered the Oath of Office to new board members, Lyn Hewitt and Tony Kandt, then departed the meeting at approximately 7:05pm.

Bob Ellis moved to approve the consent agenda, including Item A, Minutes of June 8, 2021, and Item B, Bills and Payrolls, as presented. Susan Pominville supported, Tony Kandt abstained, and the remaining board members unanimously approved.

There were no announcements or comments from the public.

President Kathryn Tuck reported the DDA is reviving talk of a parking study in 2022. They are hopeful it will be useful and provide a snapshot of parking in the City of Howell. She extended a welcome to the new board members.

Each board member received the Treasurer’s report for June 2021 electronically. Treasurer Rick Scofield briefly explained the report to the board, and noted that after the July bills are paid we will have a better picture of the year end numbers. Susan Pominville moved to accept the report as presented. Bob Ellis supported, and the board unanimously approved.

There were no committee reports.
Each board member received the report of Director Holly Ward Lamb. Additionally, she noted that Representative Slotkin will be at the library tomorrow at 2:30pm for a visit and tour.

**ACTION ITEMS**

NEW BUSINESS, cont.

2. Board members welcomed Lyn Hewitt and Tony Kandt. Rick Scofield agreed to act as board sponsor for Tony Kandt and Susan Pominville agreed to act as board sponsor for Lyn Hewitt.

3. Each board member signed the Commitment to Excellence form. This is an annual July activity.

4. Bob Ellis moved to adopt Resolution 21-09 to Authorize Bank Signatures. Maria Stuart supported and the board was polled. All board members approved. This is an annual July resolution.

5. Bob Ellis moved to adopt Resolution 21-10 to Authorize Library Investment of Funds. Rick Scofield supported, and the board was polled. All board members approved. This is an annual July resolution.

6. Rick Scofield moved to adopt Resolution 21-11 to Authorize Transfer of Funds to the Sick/Vacation Reserve. Bob Ellis supported, and the board was polled. All board members approved. This is an annual July resolution.

7. Rick Scofield moved to adopt Resolution 21-12 to Authorize Benefits for Emeritus Library Trustees. Bob Ellis supported, and the board was polled. All board members approved. This is an annual July resolution.

8. Bob Ellis moved to adopt Resolution 21-13 to Amend the Budget for Fiscal Year 2020-2021. Rick Scofield supported, and the board was polled. All board members approved.

9. Bob Ellis moved to adopt Resolution 21-14 to Authorize Transfer of Funds from Reserve to Revenue. Rick Scofield supported, and the board was polled. All board members approved.
10. Bob Ellis moved to adopt Resolution 21-15 Adopting New Chart of Accounts. Rick Scofield supported, and the board was polled. All board members approved.

11. Bob Ellis moved to adopt Resolution 21-16 to Amend the Budget for the 2021-2022 Fiscal Year. Susan Pompinville supported, and the board was polled. All board members approved.

12. Bob Ellis moved to adopt the updated Investment Policy. Rick Scofield supported, and the board unanimously approved.

13. Bob Ellis moved to adopt the updated Board Meeting Policies. Susan Pompinville supported, and the board unanimously approved.

14. Bob Ellis moved to adopt the Board Meeting Topics Calendar for 2021-22. Rick Scofield supported, and the board unanimously approved.

15. Rick Scofield moved to approve a purchase agreement with tyler technologies in the amount of $42,328 for new accounting software. Bob Ellis supported, and the board unanimously approved.

16. Bob Ellis moved to approve a purchase agreement with AWE in the amount of $5,806 for two computers. Rick Scofield supported, and the board unanimously approved.

17. Bob Ellis moved the library not accept the gift of a bench and plaque from MBH Trucking in honor of Joyce Fisher, and instead will recognize Joyce Fisher with a permanent plaque from the library to honor her contributions. Rick Scofield supported, and the board unanimously approved. Holly Ward Lamb provided a brief history of the archives for newer board members.

18. Bob Ellis moved to approve the placement of a dumpster on the library’s vacant lot by Howell Recreation during the 2021 Melon Festival. This approval is contingent upon Howell Recreation providing liability insurance and completing the Use of Library Grounds Application. Exact dates will be finalized by Director Holly Lamb. Maria Stuart supported and all board members approved.
**DISCUSSION**

19. Holly Ward Lamb provided an update on the library to the board. The Friends of the Library are having their first book sale Thursday, Friday and Saturday in the library’s Meabon Room. We are working on getting staffing needs met before returning to prepandemic hours. The Landscape Renovation Project is almost complete. One Ginko tree needs to be replaced, we are waiting for arborvitae to be planted around the equipment cage and one additional Maple tree to be planted. With respect to the library’s vacant lot, Rick Scofield suggested we remove the for sale sign, and address the future of the lot as a bigger strategic issue. Holly Ward Lamb will review the listing agreement with Duke Property Management. Bob Ellis moved to terminate the listing agreement consistent with the terms of the contract with Duke Property Management. Rick Scofield supported, and the board unanimously approved.

20. The board discussed a schedule of training topics during the course of the next fiscal year. Holly Ward Lamb proposed trustee orientation for training during the next several meetings.

21. Holly Ward Lamb verified the date of Wednesday, August 25, 2021 (10am-2pm) for the annual board and library administrator retreat.

22. The board reviewed its roster and updated their information.

23. The board considered dates, topics and locations for the trustees and directors meeting. One potential topic from Holly Ward Lamb is having either our attorney from Foster, Swift or the Library Law Consultant from the Library of Michigan speak about changes to the Open Meetings Act. Director Lamb will contact other libraries in the county to gauge interest in the event.

24. Holly Ward Lamb provided an update on the 2021 Landscape Renovation Project. There was discussion about recognizing the Norman Terry Trust, which funded the project. The board concurred that this is appropriate. Holly Ward Lamb will contact landscape architects Randy Metz and Sue Grishom for recommended placement and wording for a permanent plaque.
25. Holly Ward Lamb provided an update of the ARPA Grant which would provide some funding for new technology in our meeting rooms and expanded external WiFi.

**IN-SERVICE TRAINING TOPIC**
Holly Ward Lamb presented Trustee Orientation part 1.

**COMMENTS & CONCERNS OF BOARD MEMBERS**
Kathryn Tuck thanked Holly Ward Lamb and Kathleen Murray for their work with the board during the pandemic.

Rick Scofield moved to adjourn the meeting at 8:29pm. Bob Ellis supported, and the board unanimously approved.

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Kathleen Murray, Recording Secretary