

**HOWELL CARNEGIE DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
MARCH 8, 2022**

President Kathryn Tuck called the regular meeting of the Howell Carnegie District Library to order at 7:02 pm.

Members present: Bob Ellis, Lyn Hewitt, Susan Pominville, and Kathryn Tuck. Library Director, Holly Ward Lamb, was also present.

Members absent: Tony Kandt, Rick Scofield, and Maria Stuart

Bob Ellis moved to approve the absence of Tony Kandt, Rick Scofield, and Maria Stuart. Lyn Hewitt supported, and the board unanimously approved.

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

**IN-SERVICE TRAINING TOPIC**

1. Randy Ross, Vice President, Philanthropic Services, Community Foundation for Southeast Michigan, provided an update on the CFSEM, specifically the library's endowment fund.

Lyn Hewitt moved to approve the consent agenda as presented, including Item A, Minutes of February 8, 2022, and Item B, Bills and Payrolls. Bob Ellis supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Kathryn Tuck noted how nice it is to see everyone's faces (no masks required).

Each board member received the Treasurer's Report for February 2022 electronically. In Rick Scofield's absence, Holly Ward Lamb briefly explained the report to the board. Susan Pominville moved to accept the Treasurer's Report for February 2022. Lyn Hewitt supported, and the board unanimously approved.

There were no committee meetings during February.

Each board member received the report of Director Holly Ward Lamb electronically. She had nothing to add to her written report.

***ACTION ITEMS***

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

2. Bob Ellis moved to accept the resignation of Rick Scofield as treasurer, although he will continue to serve on the board. Lyn Hewitt supported, and the board unanimously approved. Susan Pominville moved to appoint Bob Ellis as board treasurer starting March 15, 2022. Lyn Hewitt supported, and the board unanimously approved.
3. Bob Ellis moved to approve a purchase agreement with Excellence Lawn and Landscaping for lawn care services from April 1, 2022, through Oct. 31, 2022. Lyn Hewitt supported, and the board unanimously approved.
4. Bob Ellis moved to update the Library Closings for 2022 to reflect the addition of Monday, December 26, 2022, in observance of the Christmas holiday. Susan Pominville supported, and the board unanimously approved.

***DISCUSSION ITEMS***

5. Holly Ward Lamb explained an ongoing issue concerning HVAC equipment repairs and the expected timeline for completion.
6. The board briefly discussed a half-day board and administrator's retreat, potentially in August. Holly Ward Lamb suggested part of the retreat be devoted to implicit bias training. Kathryn Tuck is not available on August 17.
7. President Kathryn Tuck refreshed the board in the process of the yearly evaluation of the director. This month's librarian's report contains a link to the evaluation form. Board members may suggest changes to the form itself to Kathryn before the April board meeting.

8. Holly Ward Lamb will begin scheduling a virtual meeting of the nominating and recruiting committee by emailing all committee members.
9. Because of the number of board members at the meeting, Holly Ward Lamb postponed the new Archives webpage tour on the library's website. Bob Ellis requested a physical tour of the Archives during next month's board meeting.

***COMMENTS AND CONCERNS OF BOARD MEMBERS***

None.

Bob Ellis moved to adjourn the meeting at 8:07 pm. Susan Pominville supported, and the board unanimously approved.

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Kathleen Murray, Recording Secretary