

HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
June 14, 2022

President Kathryn Tuck called the Public Hearing for Proposed Budget 2022-2023 to order at 6:45 pm. Bob Ellis moved to close the public hearing at 7:01 pm. Lyn Hewitt supported, and a quorum of the board unanimously approved.

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

Members present: Bob Ellis, Lyn Hewitt, Tony Kandt, Susan Pominville, Rick Scofield, Maria Stuart, and Kathryn Tuck. Library Director, Holly Ward Lamb, was also present.

Members absent: None

Bob Ellis moved to approve the agenda as presented. Susan Pominville supported and a quorum of the board unanimously approved.

Bob Ellis moved to approve the consent agenda as presented, including Item A, Minutes of May 10, 2022, and Item B, Bills and Payrolls. Rick Scofield supported, and a quorum of the board unanimously approved.

There were no announcements or comments from the public.

President Kathryn Tuck noted the library's summer reading challenge is on and that you may sign up online or in person. She also reminded the trustees about various educational opportunities available through the Library of Michigan and the Michigan Library Association.

Each board member received the Treasurer's Report for May 2022 electronically. Treasurer Bob Ellis explained the report to the board. He noted that the library's fiscal year ends June 30 and that we have received 102.57% of anticipated revenue. He would like to see the creation of an investment plan and fund balance policy. Rick Scofield moved to accept the report, and a quorum of the board unanimously approved.

There were no committee meetings during May.

Each board member received the report of Director Holly Ward Lamb electronically. Additionally, she discussed a newly received request for a memorial marker on the library grounds. She outlined various ideas for a policy that gives us control over what is acceptable and potential guidelines for memorial markers.

ACTION ITEMS

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

1. Bob Ellis moved to adopt Resolution 22-01 to amend the budget for fiscal year 2021-2022. Rick Scofield supported, and the board was polled. All board members approved.
2. Bob Ellis moved to adopt Resolution 22-02 to authorize transfer of funds from one fund to another fund. Lyn Hewitt supported, and the board was polled. All board members approved.
3. Rick Scofield moved to adopt Resolution 22-03 to authorize transfer of funds from reserve to revenue. Maria Stuart supported, and the board was polled. All board members approved.
4. Bob Ellis moved to adopt Resolution 22-04 to adopt a budget for fiscal year 2022-2023. Rick Scofield supported, and the board was polled. All board members approved.
5. Lyn Hewitt moved to adopt Resolution 22-05 to authorize a wage adjustment for library staff. Susan Pominville supported, and the board was polled. All board members approved.
6. Rick Scofield moved to elect Kathryn Tuck as President and Maria Stuart as Vice President for FY 2022-2023. Bob Ellis supported and a quorum of the board unanimously approved.
7. Bob Ellis moved to appoint Susan Pominville as Secretary and Bob Ellis as Treasurer for FY 2022-2023. Lyn Hewitt supported, and a quorum of the board unanimously approved.
8. Rick Scofield moved to approve the Request for Use of Library Grounds for the Howell Rotary Club during the Melon Festival, August 12-14, 2022. Maria Stuart supported, and a quorum of the board unanimously approved.

DISCUSSION

9. President Kathryn Tuck acknowledged meeting with library director Holly Ward Lamb to discuss the results of her performance evaluation as prepared by the board.
10. There was discussion regarding the results of the trustee evaluation, trustee recruitment, and potential ideas for future in-service training topics.
11. Trustees discussed ideas for the board retreat currently scheduled for August 25, 2022. It was decided to postpone the date of August 25 for the retreat while Director Lamb investigates a potential facilitator with library experience to assist with preparing the strategic plan. Director Lamb stated that because of the number of libraries currently updating their Strategic Plans, and the lack of potential facilitators, the retreat potentially will not occur until January or February 2023.

IN-SERVICE TRAINING TOPIC

None.

COMMENTS & CONCERNS OF BOARD MEMBERS

Maria Stuart wondered if the Howell School Board reconfirmed her seat on the library board at its meeting on June 13, 2022.

Bob Ellis moved to adjourn the meeting at 8:07 pm. Maria Stuart supported, and a quorum of the board unanimously approved.

Kathleen Murray, Recording Secretary