

**HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
May 9, 2023**

President Kathryn Tuck called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:00 pm.

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

Members present: Bob Ellis, Lyn Hewitt, Tony Kandt, Susan Pominville, Rick Scofield, Maria Stuart, and Kathryn Tuck. Director Holly Ward Lamb was also present. Additionally, five community members were also present.
Members absent: none.

Bob Ellis moved to approve the consent agenda as presented, including Item A, Minutes of April 11, 2023, and Item B, Bills and Payrolls. Rick Scofield supported, and a quorum of the board unanimously approved.

ANNOUNCEMENTS AND COMMENTS FROM THE PUBLIC

There were no announcements or comments from the public.

President Kathryn Tuck noted her intention to attend a future Brighton District Library board meeting.

Each board member received the Treasurer's Report for April 2023 electronically. Treasurer Bob Ellis briefly reviewed the report with the board. Bob Ellis moved to accept the report as presented. Rick Scofield supported, and a quorum of the board unanimously approved.

April 2023 committee reports are referenced later in the agenda.

Director Holly Ward Lamb had no additions to her written report.

ACTION ITEMS

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

1. Rick Scofield moved to adopt Resolution 23-01, authorizing participation in Michigan CLASS. Bob Ellis supported, and the board was polled. All board members approved.
2. Susan Pominville moved to approve the removal of overdue fines for most library materials. Maria Stuart supported, and a quorum of the board unanimously approved.
3. Rick Scofield moved to approve bill payments every two weeks. Bob Ellis supported, and a quorum of the board unanimously approved.
4. Bob Ellis moved to approve the updates to the Credit Card Policy with changes addressed at this meeting. Susan Pominville supported, and a quorum of the board unanimously approved.
5. Bob Ellis moved to approve an update to the Circulation Policy. LynHewitt supported, and a quorum of the board unanimously approved.
6. Bob Ellis moved to approve the Electronic Transaction policy, which replaces the ACH Policy. Rick Scofield supported, and a quorum of the board unanimously approved.
7. Rick Scofield moved to approve the Fund Balance Policy. Bob Ellis supported, and a quorum of the board unanimously approved.
8. Susan Pominville moved to update the COVID-19 Prevention Plan with changes addressed at this meeting. Maria Stuart supported, and a quorum of the board unanimously approved. The library has a pandemic policy that will remain in effect to be used when and if needed.

DISCUSSION ITEMS

9. Director Holly Ward Lamb reviewed the independent appraisal of the library's vacant property with the board. She noted the original report was dated April 26, but after adjusting for corrections, the report is dated May 5, 2023. She reviewed the five comparable properties listed in the appraisal report. Bob Ellis moved to offer the library's vacant property for sale to the City of Howell for \$600,000. Rick Scofield supported (for the purposes of discussion). Rick Scofield stated that since nothing is clear on how the City plans to accommodate the library's parking needs, it is premature to vote on the motion until we have an ironclad agreement with them regarding parking. Tony Kandt stated he believes the City understands the library's duty to all its patrons, including those outside the City of Howell. He thinks the next step is for the City to present an offer for the property that considers the library's parking needs so we are

not “negotiating against ourselves.” Bob Ellis withdrew his motion to offer the property for sale to the City of Howell.

10. Director Holly Ward Lamb updated the board on the appointment of a new trustee starting July 1, 2023. A letter of interest from Jen Earl has been submitted to the Howell School Board. It will be on the School Board’s agenda at its June meeting. Lyn Hewitt knows another interested individual and will introduce her resume to the Board Nominating Committee.
11. Revised questions concerning the board’s evaluation of itself were sent to each trustee for review.
12. Board members reviewed the Director’s Goals for April 2023-March 2024. Holly Ward Lamb stated she included very rough timelines for each stated goal.
13. Director Lamb left the meeting at 7:28 pm while the board discussed her performance evaluation. She returned to the meeting at 7:32 pm.

COMMENTS & CONCERNS OF BOARD MEMBERS

Holly Ward Lamb reminded the board of the budget work session on May 23 at 4:00 pm. The public hearing for the budget is scheduled for June 13 at 6:45 pm, with the regular board meeting following at 7:00 pm. Lyn Hewitt advised she will not be at the June meetings.

Rick Scofield moved to adjourn the meeting at 7:37. Tony Kandt supported, and a quorum of the board unanimously approved.

Kathleen Murray, Recording Secretary