

**HOWELL CARNEGIE DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
FEBRUARY 13, 2024**

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

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

Members present: Jennifer Earl, Bob Ellis, Lyn Hewitt, Tony Kandt, Susan Pominville, Maria Stuart, and Kathryn Tuck. Library Director Holly Ward Lamb was also present, as were Randy Ross, Vice President of Philanthropic Services, and Katelyn Videto, Director of Donor Services for Community Foundation for Southeast Michigan. Four members of the public were also in attendance.

Members absent: None

**IN-SERVICE TRAINING TOPIC**

Randy Ross from the Community Foundation for Southeast Michigan presented an update on the foundation.

Bob Ellis moved to approve the consent agenda as presented, including Item A, Minutes of January 9, 2024, and Item B, Bills and Payrolls. Susan Pominville supported, and a quorum of the board unanimously approved.

There were no announcements or comments from the public.

**President Kathryn Tuck** reported attending the Great Start Collaborative and Early Language and Literacy Committee, where she learned that more storywalks would be added to the area, including one at Oceola Park and one in downtown Howell utilizing business window displays. She stated she will attend the Explore Brighton Howell Area Annual Partner meeting tomorrow and invited board members to join her if they want to become a CTA (Certified Tourism Ambassador). Also, as a member of multiple groups, she has been participating in the Centralized Access Planning with our county's Cradle to Kindergarten partners. She noted her pleasure in how often partners look to their local libraries in the spirit of resource sharing and as hosts for various

events. Lastly, Kathryn complimented the library on its State Report and encouraged other trustees to review it.

The Treasurer's Report was included in the board packet. Treasurer Bob Ellis briefly reviewed the report with the board. Susan Pominville moved to accept the report as presented. Lyn Hewitt supported, and a quorum of the board unanimously approved.

Unapproved minutes of the Finance Committee meeting of February 6, 2024, were included in the board packet. Director Lamb noted that some items mentioned in the report will be discussed later in the agenda.

In addition to her written report, **Director Holly Ward Lamb** advised that Great Start Collaborative wishes to start the storywalk in downtown Howell on the front lawn of the Howell Library. Her concern is that we are thoughtful about adding things to the building grounds to avoid "junking" it up. She noted that she will be watching the trustee training event from home on Thursday evening and will provide a link to the recording when she receives it.

### **ACTION ITEMS**

#### **OLD BUSINESS:**

1. The board discussed recent developments concerning a proposed lease agreement with the City of Howell for the library's vacant property. Holly Ward Lamb advised that according to an email sent to our attorney, the city has decided not to move forward with leasing the property from the library. Bob Ellis stated that the city "just ran out of time" and had to contract with the engineers. He said it was "disappointing that we weren't able to work anything out" but noted that the project is progressing with the original idea. Holly Ward Lamb took the opportunity to explain the request for easements on Chestnut and Center Streets in the proposed lease agreement. She noted that there is nothing in writing concerning who owns the property containing the angled parking on Chestnut Street. However, she pointed out that the library paid for resurfacing it and assumed responsibility for snow removal. She believes it is reasonable to work out who is responsible for the land and would feel better knowing who owns it. President Kathryn Tuck expressed concern regarding the Howell Carnegie District Library's increasing exposure to liability by maintaining property it does not own. Trustee Anthony Kandt provided context to President Kathryn Tuck's concern

and suggested consulting the library's attorneys. Holly Ward Lamb stated she would solicit an opinion from the library's attorneys on this issue.

### **NEW BUSINESS:**

2. Bob Ellis moved to update Library Closings 2024 with the addition of Friday, June 14, 2024, for Staff Development Day. Susan Pominville supported, and a quorum of the board unanimously approved.
3. Jennifer Earl moved to approve a purchase agreement for \$15,114 with Tyler Technologies to provide cloud hosting services (Software as a Service). Maria Stuart supported, and a quorum of the board unanimously approved.
4. Bob Ellis moved to approve a purchase agreement with Clarivate for four years for Sierra maintenance, cloud hosting, and Content Cafe. The cost for the first year is \$60,943.35. Tony Kandt supported, and a quorum of the board unanimously approved.
5. Bob Ellis moved to approve a purchase agreement with Quinn Evans for \$106,000 for work related to replacing the entry steps and ramps. Maria Stuart supported, and a quorum of the board unanimously approved.
6. Bob Ellis moved to approve Resolution 24-02 to transfer \$434,404 of unassigned fund balance as follows: \$100,000 to the MERS Surplus Fund; \$100,000 to the Technology Reserve Fund; \$100,000 to the Capital Expenditure Reserve; \$134,404 to the Sick/Vacation/Retirement Reserve. Susan Pominville supported, and the board was polled. All board members approved.
7. Maria Stuart moved to approve the Use of Library Grounds Application for LACASA's Child Abuse Prevention Council to recognize Child Abuse Prevention Month/Pinwheels for Prevention event on Wednesday, April 3, 2024. Lyn Hewitt supported, and a quorum of the board unanimously approved.
8. Susan Pominville moved to approve updating the Standing Committees for 2023-2024. Lyn Hewitt supported, and a quorum of the board unanimously approved.

### **DISCUSSION**

9. The first terms of two trustees, Bob Ellis and Susan Pominville, end on June 30, 2024, and there was a brief discussion about the reappointment process.

**COMMENTS & CONCERNS OF BOARD MEMBERS**

Bob Ellis asked if the library could post the entire board packet on its website for the public to view. Holly Ward Lamb advised she would consult with our IT staff person and look into the best way to accomplish this. Holly also noted she will be on leave during the first week of March.

Susan Pominville moved to adjourn the meeting at 8:00 pm. Lyn Hewitt supported, and a quorum of the board unanimously approved.

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Kathleen Murray, Recording Secretary