

**HOWELL CARNEGIE DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
Minutes of June 11, 2024**

Vice President Lyn Hewitt called the Public Hearing for Proposed Budget 2024-2025 to order at 6:45 pm. Susan Pominville moved to close the public hearing at 7:00 pm. Bob Ellis supported, and a quorum of the board unanimously approved.

Vice President Lyn Hewitt called the regular meeting of the Howell Carnegie District Library to order at 7:00 pm.

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

Members present: Jennifer Earl, Bob Ellis, Lyn Hewitt, Tony Kandt, Susan Pominville, and Maria Stuart. Library Director Holly Ward Lamb and Alexis Cecil and Gania Kandalraft from Quinn Evans Architects were also present. Additionally, three members of the public were present.

Member(s) absent: Kathryn Tuck.

Maria Stuart moved to excuse the absence of Kathryn Tuck. Bob Ellis supported, and a quorum of the board unanimously approved.

**IN-SERVICE TRAINING**

Alexis Cecil and Gania Kandalraft from Quinn Evans Architects provided an overview of the work that will be completed on the library front ramps and staircase.

Bob Ellis moved to approve the consent agenda as presented, including Item 1, Minutes from May 14, 2024; Item 2, Bills and Payrolls; and Item 3, Annual Resolutions: Resolution 24-03 to authorize transfer of funds from one fund to another fund, Resolution 24-04 to authorize transfer of funds from reserve to revenue, Resolution 24-05 to amend the budget for fiscal year 2023-2024, Resolution 24-06 to adopt a budget for fiscal year 2024-2025, and Resolution 24-07 to authorize a wage adjustment for library staff. Jennifer Earl supported, and the board was polled. All board members approved.

**Comments from the Public:** None.

**Vice President Lyn Hewitt** had nothing to report in President Tuck's absence. Susan Pominville read a statement from President Tuck encouraging board members to sign up for the library's Summer Reading Challenge.

**The treasurer's report** is part of the board packet. Treasurer Bob Ellis briefly reviewed the report with the board. Susan Pominville moved to accept the treasurer's report as presented. Bob Ellis supported, and the board unanimously approved.

There were no committee meetings in May.

In addition to her written report, **Director Holly Ward Lamb** stated that Governor Gretchen Whitmer denied the City of Howell's request to remove one of our board members. She noted that because two trustees would not be present at our July meeting, she would reschedule Attorney Ann Seuryneck for board training. She said the library is closed this Friday for staff development, our Summer Reading Challenge and programming are in full swing, and the kick-off event for the downtown storywalk is scheduled on the library lawn at 10:30 am on June 19.

### **ACTION ITEMS**

#### **OLD BUSINESS:**

None.

#### **NEW BUSINESS:**

- Jennifer Earl moved to approve a purchase agreement with Fast Forward Libraries for strategic planning services not to exceed \$29,500.00. Bob Ellis supported, and a quorum of the board unanimously approved.
- Bob Ellis moved to elect Lyn Hewitt as board president for the 2024-2025 fiscal year. Maria Stuart supported, and a quorum of the board unanimously approved.
- Susan Pominville moved to appoint Jennifer Earl as board secretary and Bob Ellis as board treasurer for the 2024-2025 fiscal year. Lyn Hewitt supported, and a quorum of the board unanimously approved.

### **DISCUSSION**

- The board discussed its annual evaluation of the library director. Holly Ward Lamb clarified issues/questions from the evaluation, including strategic planning as a board agenda item. She also explained library partnerships with the Accounting Aid Society, Michigan Works, and SCORE and the legal information currently available on our website.
- Holly Ward Lamb led a discussion concerning the form used to evaluate the director.
- The board reviewed and discussed a summary of the trustee assessment completed by board members. Holly Ward Lamb requested the board to contact her with ideas for beneficial training.
- The board reviewed and discussed the Annual Board Commitment to Excellence, which trustees will be asked to sign in July.

### **COMMENTS & CONCERNS OF BOARD MEMBERS**

None.

Susan Pominville moved to adjourn the meeting at 8:01 pm. Bob Ellis supported, and a quorum of the board unanimously approved.

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Kathleen Murray, Recording Secretary