

**HOWELL CARNEGIE DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
Minutes of July 9, 2024**

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. Kathryn Tuck supported, and a quorum of the board unanimously approved.

Members present: Bob Ellis, Lyn Hewitt, Tony Kandt, and Kathryn Tuck. Library Director Holly Ward Lamb was also present. Additionally, five members of the public were present.

Members absent: Jennifer Earl, Susan Pominville, and Maria Stuart

Kathryn Tuck moved to excuse the absence of Jennifer Earl, Susan Pominville, and Maria Stuart. Tony Kandt supported, and a quorum of the board unanimously approved.

**New Business**

- Oath of Office for Bob Ellis was administered.

Bob Ellis moved to approve the consent agenda as presented, including **a)** Minutes of June 11, 2024, **b)** Bills and Payrolls, **c)** Annual Resolutions: Resolution 24-08 to authorize bank signatures, Resolution 24-09 to authorize library investment of funds, Resolution 24-10 to authorize transfer of funds to the sick/vacation reserve, Resolution 24-11 to authorize benefits for emeritus library trustees, Resolution 24-12 to authorize library director to approve expenditures, Resolution 24-13 to authorize library bookkeeper to transfer funds between library accounts, Resolution 24-14 to authorize designated library use of a business credit card, and Resolution 24-15, **d)** Board Meeting Topics Calendar for 2024-25, and **e)** MERS 2024 Officer and Employee Delegate Certificate form. Tony Kandt supported for items other than approval of the Minutes of June 11, 2024, and Resolution 24-13, and the board was polled. All board members approved.

Bob Ellis moved to remove the Minutes of June 11, 2024, and Resolution 24-13 from the consent agenda and consider them separately.

Bob Ellis moved to amend the Minutes of June 11, 2024, to strike the sentence “None other than Jacob Schlittler’s out-of-order questions during the in-service training” contained in the Comments from the Public section of the minutes. Kathryn Tuck supported, and a quorum of the board approved the minutes as amended at this meeting.

Bob Ellis moved to amend and approve Resolution 24-13 to eliminate the necessity of the library treasurer receiving written notification and following up on transfers made by the library bookkeeper as set forth in the resolution. These responsibilities shall remain with the library director. Tony Kandt seconded the amendment to the resolution as made at this meeting, and the board was polled. All board members approved.

**Comments from the Public:** None.

**President Lyn Hewitt** reported no updates.

**The treasurer’s report** is part of the board packet. Treasurer Bob Ellis briefly reviewed the report with the board. Tony Kandt moved to accept the Treasurer’s Report as presented. Kathryn Tuck supported, and a quorum of the board unanimously approved.

There were no committee meetings in June.

In addition to her written report, **Director Holly Ward Lamb** stated that the construction documents for the outdoor stairs and ramp project are being finalized, and we are beginning to work on requests for quotes from potential contractors

### **ACTION ITEMS**

#### **OLD BUSINESS:**

Bob Ellis requested a review of how we treat public comments during board meetings. He encourages an alternate process similar to what is utilized by the Howell City Council. Kathryn Tuck reminded the trustees that library board meetings are for conducting library business. She noted she is open to a discussion but that it should be delayed until all board members are present. Lyn Hewitt agreed that it should be added to a future agenda and stated she is interested in hearing the opinion of the entire board.

### **NEW BUSINESS, cont.:**

- Bob Ellis moved to elect Susan Pominville as Vice President of the Howell Carnegie Board of Trustees for the 2024-2025 fiscal year. Kathryn Tuck supported, and a quorum of the board unanimously approved.
- Physical copies of the Annual Board Commitment to Excellence were provided to each board member for signature.
- Kathryn Tuck moved to update the library closings for 2024 to add a delayed opening on Friday, November 22, 2024. Tony Kandt supported, and a quorum of the board unanimously approved.

### **DISCUSSION**

- Holly Ward Lamb shared changes to the form used to evaluate the director.
- The board reviewed and discussed changes to the library's bylaws as prepared by library attorney Anne Seurnck with input from Director Lamb.
- Director Lamb gave an update on the strategic planning process, and noted that "we are rolling!" The planning team is in place to help keep everything on track with an anticipated mid-August date for the community survey to go live. The mapping team is meeting on Friday, July 12, to identify underrepresented members of the community and plan for focus groups and individual interviews during September.
- The board training topics for 2024-2025 were discussed, and library attorney Anne Seurnck's visit is scheduled for the regular board meeting on October 8.
- There was a discussion concerning the selection of members to serve on various board committees.
- The board discussed potential dates and topics for the annual Livingston County Trustees & Directors Meeting. Holly Lamb suggested AI and will follow up with county library directors to determine the location and date for this event.

### **IN-SERVICE TRAINING TOPIC**

- Holly Ward Lamb provided an overview of the library's new and improved catalog, Aspen Discovery. The new catalog will be available to the public on July 29, 2024.

**COMMENTS & CONCERNS OF BOARD MEMBERS**

Kathryn Tuck thanked everyone for their support during her time as president, and noted she is working on the “Rec for All” Campaign in support of the millage proposed by HAPRA.

Bob Ellis moved to adjourn the meeting at 7:47pm. Tony Kandt supported, and a quorum of the board unanimously approved.

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Kathleen Murray, Recording Secretary