

**HOWELL CARNEGIE DISTRICT LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**Minutes of September 10, 2024**

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

Susan Pominville moved to approve the agenda as presented. Maria Stuart seconded, and a quorum of the board unanimously approved.

Members present: Jennifer Earl, Lyn Hewitt, Tony Kandt, Susan Pominville, Maria Stuart, and Kathryn Tuck. Library Director Holly Ward Lamb was also present. Additionally, three members of the public were present.

Members absent: Bob Ellis

Kathryn Tuck moved to excuse Bob Ellis's absence. Jennifer Earl seconded, and a quorum of the board unanimously approved.

Susan Pominville moved to approve the consent agenda as presented, including **a)** Minutes of August 13, 2024, and Closed Session Meeting Minutes of August 13, 2024; **b)** Bills and Payrolls; **c)** Resolutions: Resolution 24-20 to Authorize Operating Millage for 2024, Resolution 24-21 to Approve Credit Card Use Policy, Resolution 24-22 to Adopt Bylaws, Resolution 24-23 to Delegate Duties from Secretary and Treasurer to Director; and **d)** Use of Library Grounds for Fantasy of Lights. Kathryn Tuck seconded, and the board was polled. All board members approved.

**Comments from the Public:** Jacob Schlittler, 332 Riddle Street, Howell, Michigan 48843, asked a question about the library entry steps and ramp replacement project.

**President Lyn Hewitt** reported upcoming opportunities for trustee education.

**The treasurer's report** is part of the board packet. In Treasurer Ellis's absence, Holly Ward Lamb briefly reviewed the report with the board. No action is required, and the report is filed.

**There were no committee meetings in August.**

**In addition to her written report, Director Holly Ward Lamb stated** that the annual audit is underway, and the auditors spent two days with us last week. She also noted that we were notified that the Archives is listed as a beneficiary for the Estate of Margaret S. Mitschelen.

**ACTION ITEMS**

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

- Susan moved to approve a purchase agreement with ElementOne not to exceed \$22,600 for a compensation study. Maria Stuart seconded, and a quorum of the board unanimously approved.
- Jennifer Earl moved to approve contracting with Christman Constructors on the entry steps and ramp replacement project at a cost not to exceed \$829,000. Susan Pominville seconded, and a quorum of the board unanimously approved. Holly Ward Lamb noted that Christman will be giving us costs for “make it safe” work to help us get through the winter safely.
- Susan Pominville moved to approve an additional payment of \$17,500 to Quinn Evans for work related to the design and documentation phase of the entry steps and ramp project. Jennifer Earl seconded, and a quorum of the board unanimously approved.

**DISCUSSION ITEMS**

- Holly Ward Lamb reviewed details of the upcoming Livingston County Libraries Trustees and Directors Dinner on September 26. Trustees Earl, Kandt, Pominville, and Tuck have confirmed their attendance.
- Director Lamb provided an update on the strategic planning process.

**IN-SERVICE TRAINING TOPIC**

Holly Ward Lamb provided an outline for future recruitment and orientation of library trustees.

**COMMENTS & CONCERNS OF BOARD MEMBERS**

None.

Without objection, President Lyn Hewitt adjourned the meeting at 7:35 pm.

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Kathleen Murray, Recording Secretary