

**HOWELL CARNEGIE DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
Minutes of April 8, 2025**

Vice President Susan Pominville called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:00 p.m.

Maria Stuart moved to approve the **agenda** as presented. Bob Ellis seconded, and a quorum of the board unanimously approved.

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

Member(s) absent: Lyn Hewitt

Kathryn Tuck moved to approve Lyn Hewitt's absence. Maria Stuart supported, and a quorum of the board unanimously approved.

**IN-SERVICE TRAINING**

Erin MacGregor, Superintendent of Howell Public Schools, provided an update on the school system.

**Comments from the Public:** None.

Bob Ellis moved to approve the **consent agenda** as presented, including **a) Minutes of March 11, 2025**, and **b) Bills & Payrolls, including the payment register dated 03/01/2025 through 03/31/2025, for the amount of \$98,913.79**. Kathryn Tuck seconded, and a quorum of the board unanimously approved.

Vice President Susan Pominville had nothing to report in President Hewitt's absence.

**The treasurer's report is part of the board packet.** Treasurer Bob Ellis briefly reviewed it with the board and reported that everything looked good. Since no action is required, the report is filed.

The **Nominating and Recruiting Committee** met, and Holly Ward Lamb reported that a potential slate of officers had been discussed. She noted that Howell Public Schools and the City of Howell included the library board openings in their respective methods of communication.

**In addition to her written report, Director Holly Ward Lamb** noted the successful event we hosted on April 6 to reopen the Howell Carnegie Library Archives to the public by appointment only. The event was very successful, and the people who attended seemed very happy that they would have the opportunity to use the archives in person.

### **ACTION ITEMS**

#### **UNFINISHED BUSINESS:**

None.

#### **NEW BUSINESS:**

- Kathryn Tuck moved to approve a purchase agreement with Evergreen Outdoor for lawn maintenance for 2025-2027, with a first-year estimated cost of \$9,565.00. Jennifer Earl seconded, and a quorum of the board unanimously approved.
- Bob Ellis moved to approve updates to the Paid Leave Policy. Kathryn Tuck seconded, and a quorum of the board unanimously approved.
- Bob Ellis moved to approve the Additional Services Proposal: Construction Phase with Quinn Evans for \$14,550. Jennifer Earl seconded, and a quorum of the board unanimously approved.

### **DISCUSSION**

- Vice President Susan Pominville reminded the board to complete their annual performance appraisal of the director.
- The board reviewed the process and wording of the trustee assessment.
- Holly Ward Lamb provided an update on the Steps and Ramps Improvement Project.

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

Kathryn Tuck relayed a story from Brighton concerning leaving the door open during open meetings and how posting a sign on the closed door satisfies the OMA's requirements. She noted that we could use that during our meetings, considering we are currently using the Clinton Street doors to enter and exit the library, and noise may become a factor.

Without objection, Vice President Susan Pominville adjourned the meeting at 7:32 pm

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Kathleen Murray, Recording Secretary