

**HOWELL CARNEGIE DISTRICT LIBRARY**  
**BOARD OF TRUSTEES MEETING**  
**Minutes of May 13, 2025**

Vice President Susan Pominville 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 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, five members of the public were in attendance.

Member(s) absent: Lyn Hewitt.

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

There were no comments from the public.

Bob Ellis moved to approve the **consent agenda** as presented, including **a) Minutes of April 8, 2025**, and **b) Bills & Payrolls, including the payment register dated 04/01/2025 through 04/30/2025, for the amount of \$134,269.38**. Jennifer Earl 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. Since no action is required, the report is filed.

There were no committee meetings during April.

**In addition to her written report, Director Holly Ward Lamb** stated that our adult services staff has created a "Missing Man" display, which will be up through Memorial Day. She noted that we have noticed tradespeople working on the City's project parking in the library's vacant lot. She sent an email to the

City Manager stating that in the past, we have entered into a written agreement with the City to create a paper trail and requesting that our property be left in the same condition it was found. The City Manager seemed to be uninformed about this parking situation.

### **ACTION ITEMS**

#### **UNFINISHED BUSINESS:**

None.

#### **NEW BUSINESS:**

- Kathryn Tuck moved to approve a purchase agreement with BSB Communications for new phones and phone system for \$22,707.79. Bob Ellis seconded, and a quorum of the board unanimously approved.

### **DISCUSSION**

- Director Lamb reviewed the FY24-25 estimate and the draft budget for 25-26 with the board. The budget hearing is Tuesday, June 10, 2025, at 6:45 pm. The budget will be on the agenda for the June 10, 2025, board meeting.
- Director Lamb reviewed the process for creating and potentially implementing a new pay structure, which our consultant, ElementOne, developed.
- Director Lamb reminded the board that she would email them a link to the annual trustee assessment. The compiled results will be discussed at the June meeting.
- Director Lamb updated the board on the Steps and Ramps Improvement Project. The project is moving along smartly, and it is on track except for changing the company making the handrails.
- Holly Ward Lamb requested that the library board meet in closed session to discuss her performance evaluation. Kathryn Tuck moved that the library board meet in closed session to discuss the director's performance evaluation. Maria Stuart seconded, and the board was polled. All board members approved. Jennifer Earl moved to end the closed session and move into open session. Tony Kandt seconded, and the board was polled. All board members approved.

**COMMENTS & CONCERNS OF BOARD MEMBERS**

None.

Without objection, Vice President Susan Pominville adjourned the meeting at 8:28 pm.

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Kathleen Murray, Recording Secretary