

**HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
Minutes of June 10, 2025**

President Lyn Hewitt called the Public Hearing for Proposed Budget 2025-2026 to order at 6:45 pm. Without objection, President Lyn Hewitt closed the public hearing at 7:00 pm.

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 seconded, and a quorum of the board unanimously approved.

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

Bob Ellis moved to approve the **consent agenda** as presented, including **a) Minutes of May 13, 2025, b) Bills & Payrolls, including the payment register dated 5/01/25 through 5/31/25 for the amount of \$411,267.57, c) Annual Resolutions: Resolution 25-03** to authorize transfer of funds from one fund to another fund; **Resolution 25-04** to authorize transfer of funds from reserve to revenue; **Resolution 25-05** to amend the budget for fiscal year 2024-2025; **Resolution 25-06** to adopt a budget for fiscal year 2025-2026; **Resolution 25-07** to adopt a new pay rate structure; **Resolution 25-08** to authorize a wage adjustment for library staff; and **Resolution 25-09** to honor Tony Kandt. Jennifer Earl seconded, and the board was polled. All board members approved.

There were no comments from the public.

President Lyn Hewitt thanked Susan Pominville for covering the last two board meetings in her absence and noted that she and Susan Pominville had a good conversation with the library director about her performance evaluation.

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 reports during May.

In addition to her written report, Director Holly Ward Lamb shared May's penal fine of \$37,891.68, YTD 421,513.00, up 7 percent from last year. The fines are collected from June through May. The total amount is shared among all libraries in the county.

She noted that the City of Howell and the Howell School Board will appoint our newest library trustees at their June 23 meetings.

The Rotary Club of Howell has selected three community projects to support, including a tool library we will be housing.

Director Lamb provided a strategic plan update, noting that we are working to finalize the action items to ensure they are "doable." Additionally, the brownfield assistance team we are working with on the library lot advised that we need to go to the next level of environmental assessment. It makes sense to use the same environment assessment firm we used in 2006, and we will be responsible for the cost of that assessment.

ACTION ITEMS

UNFINISHED BUSINESS:

Bob Ellis followed up on the discussion last month about contractors parking on the library lot. He said City Manager Suida talked to contractors working for the city, and they thought that area was part of the property owned by MStreet. When they were informed, they realized they did not have permission to be there, and it pretty much ended.

NEW BUSINESS:

None.

DISCUSSION ITEMS

- Director Lamb updated the board members on the library's Steps and Ramps Improvement project. She noted that if we cannot get the lighted guardrails when the rest of the project is complete, we may have to put up temporary wooden ones. Hopefully, it will not come to that.
- The board reviewed the director's annual performance appraisal with her. Director Lamb thanked the board for the excellent appraisal.

- The director's evaluation form was reviewed and discussed. There were no recommendations for changes or adjustments.
- A summary of the trustee evaluation was reviewed and discussed.
- Director Lamb led a discussion of the board's annual commitment to excellence. A link was included in the board packet.

COMMENTS & CONCERNS OF BOARD MEMBERS

Kathryn Tuck mentioned what a lovely day it was for our Summer Reading Kickoff Party, but laughingly questioned the choice to hand out whistles to the children.

Without objection, President Lyn Hewitt adjourned the meeting at 7:24 pm.

Kathleen Murray, Recording Secretary