

**HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
Minutes of August 12, 2025**

President Kathryn Tuck called the regular meeting of the Howell Carnegie District Library 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, Susan Pominville, Jacob Schlittler, Maria Stuart, Kathryn Tuck, and Heather White. Library Director Holly Ward Lamb was also present. Three members of the public were in attendance.

Member(s) absent: Bob Ellis

Jacob Schlittler moved to approve the absence of Bob Ellis. Jennifer Earl seconded, and a quorum of the board unanimously approved.

Jacob Schlittler requested that the Minutes of July 8, 2025, be removed from the consent agenda.

Susan Pominville moved to approve the **consent agenda** as presented, including **b) Bills & Payrolls, including the payment register dated 7/01/25 through 7/31/25 for the amount of \$321,084.61; c) Annual Resolution: Resolution 25-17** to authorize operating millage for 2025; **d) Board Training Topics; and e) Board of Trustees Standing Committees.** Jacob Schlittler seconded, and the board was polled. All board members approved.

Jacob Schlittler moved to amend the Minutes of July 8, 2025, to change his comment in the final paragraph of the Director's Report from "an ad hoc" to "a building" committee. Susan Pominville seconded, and a quorum of the board unanimously approved.

There were no comments from the public.

President Kathryn Tuck reported she will meet with Courtney Tarara, current Howell School Board President, about a comment she made during a school board meeting that the library board was not following the Open

Meetings Act. Kathryn Tuck stated that her goal is clarification on this comment. President Tuck also touted the Friends of the Library's Melonfest Book Sale as the "happiest time of the year" and requested that other board members share information about the book sale with people they know because funds raised are used to support the library in various ways, including early literacy and programming.

The treasurer's report is part of the board packet. In Bob Ellis's absence, Director Lamb briefly reviewed it with the board. Since no action is required, the report is filed. President Tuck questioned Director Lamb about our relatively new adoption of Tyler Technologies for bookkeeping and other tasks. Director Lamb noted that she and the staff involved with using it are becoming familiar with the reports it generates and their appearance.

There were no committee meetings in July 2025.

In addition to her written report, Director Holly Ward Lamb stated that the Library of Michigan is rewriting the Trustee Manual and Financial Guide, which is done every couple of years, and she will update links in the notebook. MLA's Annual Conference is Oct. 29-31 in Lansing, and the early bird registration ends September 5. She will send everyone a link so they can review the proposed programs and see if they are interested in attending. She showed the board new shirts with the library's mission statement, paid for with money donated to the library's "Director's Discretion" fund by the Friends of the Library. She will send the necessary information to allow the board to order shirts (paid for by the same fund). Kathryn Tuck requested magnetic name tags for board members.

ACTION ITEMS

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

- Susan Pominville moved to approve the Use of Library Grounds request for Howell Area Parks and Recreation to use a portion of the library's vacant lot August 13-18, 2025. Jennifer Earl seconded, and a quorum of the board unanimously approved.

DISCUSSION ITEMS

- The board discussed its annual review of the bylaws.
- The board discussed its annual review of the Ethics Policy. This policy was previously known as “Conflict of Interest Policy,” but was updated in February of this year.
- The trustee holiday dinner is scheduled for Tuesday, December 9, 2025, immediately following the 6 pm board meeting. There was discussion about the location for this year’s gathering. Maria Stuart suggested using a private room at Diamonds Restaurant.
- The board reviewed the process for the library director’s performance appraisal. Director Lamb noted that wording referencing our old strategic plan has been replaced with the three areas of focus in the recently adopted strategic plan. She also stated that the new action plan would serve as the document outlining her goals.
- This year’s Livingston County Trustees & Directors Meeting is scheduled for Wednesday, October 1, from 6-8 pm at Fowlerville District Library. The speaker for this event is Randy Riley, State Librarian, Library of Michigan.
- Director Lamb provided an update on the Steps and Ramps Improvement Project. At this time, we anticipate the cement work, waterproofing, and snow melt system will be completed by the end of August, and we will reopen the front entrance. Still, we will not be reopening the ramp on the east side of the building until the new handrails are installed, which should be “before the snow flies.” She listed additions to the project, including handicapped door openers on the Clinton Street doors, the cabinet heater removed from the area containing the 24/7 lockers, and soundproofing some of the Administration office, to name a few. Trustee Schlittler asked if the roll-off dumpster related to the project would be removed before Melonfest, and he noted that there was no right-of-way permit pulled for that dumpster. Director Lamb stated she would investigate with personnel from CCI.
- Director Lamb highlighted STEM Kits this month for the board.
- The next policy committee meeting is scheduled for September 9, at 6:30 pm.

IN-SERVICE TRAINING

Board orientation part 2.

COMMENTS & CONCERNS OF BOARD MEMBERS

None.

Without objection, President Kathryn Tuck adjourned the meeting at 8:21 pm.

Kathleen Murray, Recording Secretary