

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

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

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

Members present: Jennifer Earl, Bob Ellis, Susan Pominville, Jacob Schlittler, Kathryn Tuck, and Heather White. Library Director Holly Ward Lamb was also present. Three members of the public were in attendance.

Members absent: Maria Stuart.

Kathryn Tuck moved to approve the absence of Maria Stuart. Jacob Schlittler seconded, and a quorum of the board unanimously approved.

ACTION ITEMS

NEW BUSINESS:

- Notary Public Kathleen Murray administered the Oath of Office to trustees Jacob Schlittler and Heather White.
- Bob Ellis moved to appoint Bob Ellis to mentor new trustee Jacob Schlittler and Jennifer Earl to mentor new trustee Heather White as they begin their terms on the board. Kathryn Tuck seconded, and a quorum of the board unanimously approved.
- Jacob Schlittler moved to approve the following slate of officers for fiscal year 2025-2026: Kathryn Tuck, President; Susan Pominville, Vice President; Jennifer Earl, Secretary; and Bob Ellis, Treasurer. Jennifer Earl seconded, and a quorum of the board unanimously approved.

IN-SERVICE TRAINING:

Board orientation, part 1, presented by Director Holly Lamb.

Susan Pominville moved to approve the **consent agenda** as presented, including **a) Minutes of June 10, 2025, b) Bills & Payrolls, including the payment register dated 6/01/25 through 6/30/25 for the amount of \$297,156.77, c) Annual Resolutions: Resolution 25-10** to authorize bank signatures; **Resolution 25-11** to set aside money for sick and retirement

reserve; **Resolution 25-12** to not establish benefits for those with library trustee emeritus status; **Resolution 25-13** to authorize the library director to approve expenditures; **Resolution 25-14** to authorize library bookkeeper to transfer funds between library accounts; **Resolution 25-15** to authorize designated library use of a business credit card; and **Resolution 25-16** to honor the service of Lyn Hewitt, d) Board Meeting Topics Calendar for 2025-26, and e) approval of the MERS 2025 Officer and Employee Delegate Certificate Form. Bob Ellis seconded, and the board was polled. All board members approved.

There were no comments from the public.

President Kathryn Tuck reported that she is pleased to be back in the President's seat and hopes to continue being helpful to this organization. She welcomed Heather White and Jacob Schlittler, noting that they both have wonderful mentors but are free to ask questions of any of the sitting trustees.

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. Holly Ward Lamb noted that revenue from the last fiscal year, which was not received until after June 30, will be charged back. Throughout July, we pay bills that get charged back to June.

There were no committee meetings in June 2025.

In addition to her written report, Director Holly Ward Lamb stated that she was thrilled to receive the year-end valuation report from MERS, noting that the library's funding ratio as of December 31 is 104 percent. She reminded the board that money can be drawn from our surplus division of MERS, if necessary, so it's the best of both worlds.

Director Lamb encouraged the board to click the link she included in the packet to view the Carnegie Corporation of New York's interesting project mapping Carnegie Libraries. Contained in their digital archives are 96 pages of original correspondence related to the Howell Carnegie Library.

Attorney Ann Suryneck at Foster Swift (our attorney) has recently conducted two Back to Basics webinars, one related to FOIA requests and one related to the Open Meetings Act. Director Lamb noted that we have had two FOIA requests in the last couple of weeks.

Director Lamb advised the board that she is now president of the Howell Rotary Club.

Director Lamb provided an update on what she is learning about possibilities for the library's vacant property. She shared renderings created by an architectural firm in Ann Arbor, which were conceptual ideas to help us visualize possibilities and determine the level of the next environmental study. Trustee Schlitter proposed that ~~an ad hoc~~ a building committee be created to work on the lot project. Holly Lamb reiterated that we are currently dealing only with possibilities.

ACTION ITEMS, cont.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

- Each trustee signed the Annual Board Commitment to Excellence.

DISCUSSION ITEMS:

- The board reviewed a draft of the Action Plan associated with the Strategic Plan presented by Director Lamb.
- There was discussion of training topics for 2025-26.
- Trustees were asked to update their information for the board roster.
- There was discussion surrounding the appointment to board committees.
- Trustees were asked to consider dates, topics, and locations for the annual Livingston County Trustees & Directors meeting.
- Director Lamb provided an update on the Steps and Ramps Improvement Project.
- Director Lamb presented information on our new “Pocket Talk” devices for language interpretation.

COMMENTS & CONCERNS OF BOARD MEMBERS

Jacob Schlittler wondered if we have ever considered a sign-in sheet for board meeting guests. Holly Lamb replied that we cannot require people to sign in under the Open Meetings Act, and our attorney has advised against using a sign-in sheet. Mr. Schlittler noted that the City of Howell is working with Michigan Storm Chasers and recommended that the library consider partnering with them for programming.

Without objection, President Kathryn Tuck adjourned the meeting at 8:50 pm..

Kathleen Murray, Recording Secretary