

**HOWELL CARNEGIE DISTRICT LIBRARY**  
**Board of Trustees**  
**Minutes of May 12, 2026**

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

President Kathryn Tuck had an unexpected and unavoidable situation arise before the meeting and requested that the agenda be amended to postpone the evaluation of the library director. Jennifer Earl moved to approve the agenda with that amendment. Maria Stuart seconded, and a quorum of the board unanimously approved.

Members present: Jennifer Earl, Bob Ellis, Susan Pominville, Jacob Schlittler, Maria Stuart, and Heather White. Library Director Holly Ward Lamb was present. Two members of the public also attended the meeting.

Member(s) Absent: Kathryn Tuck.

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

Bob Ellis moved to approve the consent agenda as presented, including **a) Minutes of April 14, 2026**, and **b) Bills & Payrolls, including the payment register dated 04/01/2026 through 04/30/2026 for the amount of \$301,768.86**. Jacob Schlittler seconded, and a quorum of the board unanimously approved.

**Comments from the Public:** None.

**There was no President's Report.**

**The treasurer's report** is part of the library board packet. Treasurer Bob Ellis briefly reviewed the report with the board. Since no action is required, the report is filed.

**Committee Reports:** None.

**Director Holly Ward Lamb reported** that the library will participate alongside other downtown businesses in celebrating "517 Day" on May 17. She shared

the “517 reads” buttons that the library will give away that day. Director Lamb reviewed the kickoff meeting between the library’s leadership team and staff from MCD Architects. The architects reviewed the project scope and asked general questions, such as what is working and what isn’t. They reviewed the floor plan, toured and videotaped the building, and we pointed out where things weren’t working. The rough timeline is to have a preliminary space utilization plan for review with the leadership team during the third week of June, and to wrap it up by the middle of October. She reiterated that this is a rough timeline.

### **ACTION ITEMS**

#### **UNFINISHED BUSINESS:**

None.

#### **NEW BUSINESS:**

- Jacob Schlittler moved to approve a purchase agreement with MDIS for an outdoor speaker system for \$31,688.76. Maria Stuart seconded, and a quorum of the board unanimously approved. Trustee Bob Ellis questioned the amount of this purchase and the process used to choose MDIS. Trustee Schlittler asked whether we have a threshold that, when met, would trigger sending out an RFQ and soliciting bids. Director Lamb stated that the library does not have a purchasing policy, but that we do have an existing relationship with MDIS. She stated there are very few companies that do the specific kind of work necessary for this project. He suggested that, for purposes of transparency, we should have something in place for the future. Bob Ellis expressed concern about spending a large sum of money without conducting due diligence.
- Bob Ellis moved to approve the library grounds-use request from Howell Recreation for August 10-17, 2026. Jennifer Earl seconded, and a quorum of the board unanimously approved.

### **DISCUSSION**

- Director Lamb provided a detailed review of the draft budget for fiscal year 2026-2027.
- Director Lamb reviewed the proposed pay structure with the board.
- Director Lamb asked the board to complete the annual trustee assessment. She will email them a link to the assessment.

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

Susan Pominville expressed her excitement about Art Doing Good and stated that the Rotary Club of Howell is currently offering a \$5,000 match on donations to the project. Holly Ward Lamb reminded the board about the public hearing on the proposed budget on June 9 at 6:45 pm, immediately before the next board meeting.

Without objection, Vice President Susan Pominville adjourned the meeting at 7:40 pm.

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Kathleen Murray, Recording Secretary