

**HOWELL CARNEGIE DISTRICT LIBRARY**  
**Board of Trustees Meeting**  
**Minutes of July 14, 2026**

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. Bob Ellis supported, and a quorum of the board unanimously approved.

Members present: Jennifer Earl, Bob Ellis, Susan Pominville, Jacob Schlittler, Kathryn Tuck, and Lauren Weber. Library Director Holly Ward Lamb was also present. One member of the public also attended the meeting.

Member(s) absent: Heather White.

Jennifer Earl moved to approve Heather White's absence. Jacob Schlittler supported, and a quorum of the board unanimously approved.

The Oath of Office for Lauren Weber (school board appointment) was administered by Notary Public Kathleen Murray. Jennifer Earl moved to appoint Susan Pominville as Lauren Weber's mentor. Bob Ellis supported, and a quorum of the board approved.

**IN-SERVICE TRAINING**

Board Orientation Part 1 presented by Director Holly Ward Lamb.

Bob Ellis moved to approve the **consent agenda** as presented, including **a) Minutes of June 9, 2026 (Public Hearing for Review of Proposed Budget and Board of Trustees Meeting and Closed Session), b) Bills & Payrolls, including the payment register dated 06/01/2026 through 06/30/2026 for the amount of \$173,796.94, c) Annual Resolutions: Resolution 26-10** to authorize bank signatures; **Resolution 26-11** to authorize transfer of funds to the sick/vacation/retirement reserve; **Resolution 26-12** to authorize library director to approve expenditures; **Resolution 26-13** to authorize library bookkeeper to transfer funds between library accounts; **Resolution 26-14** to authorize designated library use of a business credit card; **Resolution 26-15** to amend the budget for fiscal year 2025-2026; and **Resolution 26-16** to authorize transfer of funds from reserve to revenue, **d) Board Meeting Topics Calendar for 2026-2027, e) Approval of MERS 2026 Officer and Employee**

**Delegate Certificate Form, f) Approval of purchase agreement with Dell for new servers, and g) Approval of library grounds request from HAPRA.**

Bob Ellis moved to remove **Resolution 26-12** from the consent agenda. Jacob Schlittler seconded, and a quorum of the board unanimously approved.

Bob Ellis moved to amend **Resolution 26-12** to authorize the library director to approve expenditures up to \$15,000, rather than \$10,000. Lauren Webser seconded, and a quorum of the board unanimously approved.

Bob Ellis moved to approve **Resolution 26-12** as amended at this meeting. Jennifer Earl seconded, and the board was polled. All board members approved.

Susan Pominville seconded the motion by Bob Ellis to approve the **consent agenda (as amended)**. The board was polled, and all board members approved.

**Comments from the Public:** None.

**President Kathryn Tuck reported** that she has now joined the Friends of the Library and that she reached out to our legislators during the budget process, but she does not know what, if anything, will come of it.

**The treasurer's report** is part of the library board packet. Treasurer Bob Ellis briefly reviewed the report with the board and stated that, "We are in very good financial shape." Since no action is required, the report is filed.

**Committee Reports:** None.

**Director Holly Ward Lamb reported** that the library received a bequest from the Estate of Margaret Coddington Mitschelen, a long-time contributor to the Library Archives. The final distribution was for \$66,760.57.

Director Lamb stated that we "survived the Semiquincentennial!" She highlighted our more popular events during the week-long celebration: copying the Constitution and hearing it read aloud; more than 80 people attending our patriotic tie-dye program; a robust discussion of the book, "The Greatest Sentence Ever Written" about the second sentence of the Declaration of Independence; and topped off by our All-American block party where almost 800 people gathered on the library lawn. She expressed gratitude for our

partnerships with Mugg and Bopps, the League of Women Voters, and the Friends of the Library, and credited them and our staff with the overwhelming success of our weeklong celebration of America's 250th anniversary.

For accessibility and security reasons, she explained the changes she will make to how she posts the board packet PDF on the website.

Director Lamb noted a special board meeting scheduled for September 22, 2026, at 6:00 pm, and updated the board on the status of the new handrails for the main entrance; installation may now be toward the end of September.

### **ACTION ITEMS**

#### **UNFINISHED BUSINESS:**

None.

#### **NEW BUSINESS:**

Library trustees signed their Annual Board Commitment to Excellence.

### **DISCUSSION ITEMS**

- Director Lamb led a discussion about the board's evaluation of her performance, including board advocacy and the potential for training provided by the Michigan Library Association. Director Lamb requested guidance on developing a capital asset plan and noted that MCD's work to develop a master plan should assist in creating it. Bob Ellis suggested we conduct benchmarking to see what other libraries have done regarding the creation of a capital asset plan.
- Director Lamb noted an update on the library's strategic plan was included in the board packet.
- Trustees suggested training topics for the 2026-2027 fiscal year. Potential ideas: Erin MacGregor from Howell Public Schools; advocacy with someone from MLA, presentations from state representatives; someone to present information on wills, trusts, and legacy giving.
- The trustees updated the board roster as necessary.
- Director Lamb and the trustees discussed appointments to library committees. Lauren Weber agreed to serve on the Nominating and Recruitment Committee, and Jacob Schlittler agreed to serve on the Policy Committee.
- The board discussed preferred days and dates, topics, and the location for the Livingston County Trustees & Directors Meeting. Bob Ellis

suggested showcasing best practices from other libraries to give their staff a chance to shine.

- Service spotlight: library events calendar.

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

Bob Ellis wondered why the people who wanted to film on the library's vacant lot had withdrawn their request. Jacob Schlittler explained the situation from the City's perspective and how disruptive it would have been to allow them access during Melon Festival. He also thanked those who showed up at the ribbon cutting for the opening of the City's Fire & Ice District.

Jennifer Earl congratulated Susan Pominville for her work on the new mural in Downtown Howell.

Without objection, President Kathryn Tuck adjourned the meeting at 8:26 pm.

Kathleen Murray, Recording Secretary