

**HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING**

MINUTES OF JANUARY 10, 2017

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:02 pm

Present: Board Members: Heather Aeschliman, Lynne Bondy, Jill Hilla, Katie LaCommare, Rick Scofield and Charlie Todd. Kathleen Zaenger, Library Director was also present.

Absent: David Morse

Jill Hilla moved to approve the agenda as presented. Heather Aeschliman supported, and the board unanimously approved.

Charlie Todd moved to excuse the absence of David Morse. Heather Aeschliman supported, and the board unanimously approved.

Rick Scofield moved to approve the consent agenda as presented, including Item A., Board Minutes from the December 13, 2016 meeting; and Item B., Bills and Payrolls. Katie LaCommare supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Lynne Bondy noted that Gov. Snyder recently signed bills supporting library funding.

A written copy of the Treasurer's Report for December, 2016, was provided to each board member. Rick Scofield reviewed the report with the board. Jill Hilla moved to accept the Treasurer's Report for December, 2016 as presented. Heather Aeschliman supported, and the board unanimously approved.

There were no committee meetings during the month of December.

A written copy of Kathleen Zaenger's report was provided to the board. Additionally, she stated she spoke with Representative Hank Vaupel who voted against a recent bill supporting library funding. She wanted to understand his vote and he advised that he knew his vote would not swing this particular bill. She also stated that she is collecting donations for OLHSA's Walk for Warmth.

ACTION ITEMS:

Old Business: None.

New Business: None.

DISCUSSION:

1. The board discussed the library's strategic planning process and direction of future planning. There is a board and administrator's retreat scheduled for Wednesday, January 25, 2017 at 4:30 pm. Charlie Todd wondered about dovetailing the strategic plan process with the search for a new director.
2. Kathleen Zaenger provided an update of the Zemper Legacy Project. The project is proceeding and she is anticipating a formal request from the planning committee in February or March requesting the library board to approve placing a sculpture on library property.
3. Kathleen Zaenger provided a very brief update of the FRIP including condensation problems on windows; installing a "mini-split" in the IT room; and ongoing humidity issues in the Archives.

IN-SERVICE TRAINING TOPIC:

There was ongoing discussion about succession planning led by Kathleen Zaenger. The board discussed whether or not to hire a search firm to assist in the selection of a new library director. Lynne Bondy would like to have a timeline to work from including the following items ready to discuss at the February board meeting: 1) a firm date for Kathleen Zaenger's retirement; 2) an RFP if it is agreed to go forward with a search firm; 3) a description for the Howell Director position, as well as a description of the Brighton Director position since it was recently prepared by the firm of Hartzell-Mika; and 4) identifying a potential search committee. Jill Hilla recommended using the character descriptions for the director position from their recent work with the Strengths Finders assessment.

COMMENTS & CONCERNS OF BOARD MEMBERS:

Rick Scofield recommended that the board renew the discussion about a plan to utilize the Norman Terry Trust money that was donated to the library some time ago. Kathleen Zaenger recommended that this be part of the financial portion of the strategic plan. She also recommended that the planning meeting scheduled for January 25 be extended from 90 minutes to two hours.

Rick Scofield moved to adjourn the meeting at 8:15 pm. Charlie Todd supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary