

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

MINUTES OF FEBRUARY 14, 2017

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:03 pm.

Present: Board members: Heather Aeschliman, Lynne Bondy, Jill Hilla, Katie LaCommare, David Morse (appearing via video), Rick Scofield and Charlie Todd. Library Director Kathleen Zaenger, Head of Adult Services, Jerilee Cook, Head of Youth Services, Holly Ward Lamb, Circulation Supervisor, Scott Drapalik and IT Manager, Ray Kopja were also present.

Absent: None.

Charlie Todd moved to approve the agenda as presented. Katie LaCommare supported, and the board unanimously approved.

Katie LaCommare moved to approve the consent agenda as presented, including Item A., Board Minutes from the January 10, 2017 regular meeting and Board Minutes from the January 25, 2017 special meeting; and Item B., Bills and Payrolls. Charlie Todd supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Lynne Bondy shared a thank you note from book club facilitator Fred Woodhams for his Christmas gift. Lynne also congratulated Kathleen Murray on her new pilot position. Lynne noted the news that two long-time YS staff members will be retiring in April.

A written copy of the Treasurer's Report for January, 2017 was provided to each board member. Rick Scofield reviewed the report with the board. Jill Hilla moved to accept the Treasurer's Report for January, 2017 as presented. Heather Aeschliman supported, and the board unanimously approved.

There were no committee meetings during the month of January.

A written copy of Kathleen Zaenger's report was provided to the board. Additionally, she advised she is collecting donations for OLHSA's *Walk for Warmth* through her participation in the Rotary Club. The other fundraiser she participates in is *Bowl for Kids' Sake* (which is coming right up) to benefit Big Brothers and Big Sisters of Livingston County. She circulated a hard copy of *United for Libraries* a publication directed toward board members and Friends of Library groups. Kathleen also provided a brief update on various MLA advocacy efforts, as well new laws that may affect the tax status of the Friends of the Library.

ACTION ITEMS:

IN-SERVICE TRAINING TOPIC:

1. The library's management team presented information on how their job duties impact library services.

OLD BUSINESS:

None.

NEW BUSINESS:

2. Jill Hilla moved to approve the Request for Use of Library Grounds application from LACASA CAP to have a ceremony on the front lawn and "plant" pinwheels in the front flower bed area on April 5, 2017 to celebrate April as National Child Abuse Prevention Month. Charlie Todd supported and the board unanimously approved. David Morse abstained from the vote since he is chair of the LACASA board.

DISCUSSION:

3. There was ongoing discussion regarding the strategic planning process and follow-up to the January 25 special meeting.
4. The board discussed the search process for a new library director and established a roadmap on timing to complete the task. They discussed the various pros and cons of hiring a search firm. David Morse shared his experience in conducting a national search for the director of LACASA. Kathleen Zaenger announced her intention to retire on January 2, 2018. It was agreed that Kathleen Zaenger would draft an RFP to look for a firm to assist in at least part of the search. There was discussion of special meetings that may be necessary to work on the strategic plan, as well as to conduct the director search. David Morse stated he would return to Michigan some time during the first two weeks of April.
5. Kathleen Zaenger provided an update on the Zemper Legacy Project. Kathleen will draft a letter from the committee asking the library board to agree to something concerning the placement of the proposed sculpture. There will also be a Resolution agreeing to the request.
6. There was preliminary discussion of the 2017-18 budget. A special meeting for budget planning was scheduled for Thursday, May 25 from 5:30-7:30 pm. Kathleen Zaenger stated that although the budget does not change a great deal from year to year in terms of revenue, she does believe it's a good idea to review it so the board has a good understanding. Kathleen relayed that the library's bookkeeper suggested that we close out the library construction fund and there would be discussion of the process for that. Rick Scofield previously suggested

that the library prepare a three-year budget, as well as discussing how to best utilize the money received from the Norman Terry Trust.

7. Kathleen Zaenger provided a brief update of the FRIP. She noted the “mini-split” that was installed in the IT room is working well. Also, a new humidifier will be purchased for the Archives; the old one is not worth repairing. She shared a photo of the tile work in the women’s restroom of the Carnegie Building.

COMMENTS & CONCERNS OF BOARD MEMBERS:

Lynne Bondy posed the question of whether or not to include staff or former board members on a search committee for a new director.

Rick Scofield moved to adjourn the meeting at 9:15 pm. Charlie Todd supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary