

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

MINUTES OF OCTOBER 11, 2016

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, David Morse, Rick Scofield and Charlie Todd. Kathleen Zaenger, Library Director, was also present.

The agenda was amended to add Item 4A regarding "Friends of the Library Week." David Morse moved to approve the agenda as amended. Rick Scofield supported, and the board unanimously approved.

Rick Scofield moved to approve the consent agenda as presented, including Item A., Board Meeting Minutes of September 13, 2016, and Item B., Bills and Payrolls. David Morse supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Lynne Bondy had nothing to report.

A written copy of the Treasurer's Report for September, 2016, was provided to each board member. Rick Scofield reviewed the report with the board. Katie LaCommare moved to accept the Treasurer's Report for September, 2016 as presented. David Morse supported, and the board unanimously approved.

There were no committee reports during the month of September.

A written copy of Kathleen Zaenger's report was provided to the board. Additionally, she discussed a few changes to the training topics schedule. She noted we have a "Michigan Libraries for Life" table in the library to provide information about organ donation.

ACTION ITEMS

UNFINISHED BUSINESS:

1. David Morse moved to accept the quote from Leppek's Landscaping to renovate the landscaping on the hill by the library's back driveway. Rick Scofield supported, and the board unanimously approved.
2. Rick Scofield moved to accept the quote from DeBottis Development and Asphalt Seal Coating, LLC to repair the library's back driveway and the sidewalk leading up to the front steps. Heather Aeschliman supported and the board unanimously approved.

3. David Morse moved to approve the Request for Use of Library Grounds application from the Howell Area Parks and Recreation Authority for the 2016 Legend of Sleepy Howell event on October 22. A representative from the Howell Parks and Recreation will meet with library staff in late October to identify details of what will be done on the library site. Rick Scofield supported, and the board unanimously approved.
4. Katie LaCommare moved to approve the request for Use of Grounds application from the Howell Chamber of Commerce for the 2016 Fantasy of Lights Parade on November 25, 2016. A representative from the Howell Chamber will meet with library staff in early November to identify details of what will be done on the library site. Jill Hilla supported, and the board unanimously approved.
- 4A: David Morse moved to approve Resolution 16-13 proclaiming October 16-23, 2016 as “Friends of the Library Week” in Howell, Michigan. Charlie Todd supported and the board was polled. All board members approved.

DISCUSSION

5. President Lynne Bondy presented a draft of the 2016 fundraising letter for the board’s review.
6. There was follow-up discussion to the strength finder assessment completed by board members as part of the strategic planning process. It was agreed to hold a special meeting and arrange for Lance Werner from Kent District Library to speak on the topic of turning outward.
7. Kathleen Zaenger reviewed the library trustee orientation and recruitment plan.
8. Kathleen Zaenger provided an update on the FRIP. Kathleen met with representatives from Dee Cramer to discuss ongoing issues with our heating and cooling. We are still having issues with roof leaks.

IN-SERVICE TRAINING

Kathleen Zaenger and President Lynne Bondy presented information on succession planning for the library director and president of the board of trustees.

COMMENTS & CONCERNS OF BOARD MEMBERS

Jill Hilla stated she would invite the new superintendent of Howell Public Schools to visit one of the board meetings. Jill Hilla moved to adjourn the meeting at 8:37 pm. Katie LaCommare supported and the board unanimously approved.