

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

**MINUTES OF SEPTEMBER 13, 2016**

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:04 pm.

Present: Board Members: Lynne Bondy, Jill Hilla, Katie LaCommare, David Morse, Rick Scofield and Charlie Todd. Kathleen Zaenger, Library Director, was also present, as well as Randy Metz, landscape architect. Heather Aeschliman arrived at approximately 7:12 pm.

Rick Scofield moved to approve the agenda as presented. Katie LaCommare supported, and all board members approved.

Kathleen Zaenger noted that she has an additional \$200 to add to the bill list. David Morse moved to approve the consent agenda as presented, including Item A., Board Meeting Minutes of August 9, 2016; and Item B. Bills and Payrolls (including the additions made by Kathleen Zaenger). Katie LaCommare supported, and all board members approved.

There were no announcements or comments from the public.

President Lynne Bondy mentioned the departure of Circulation Supervisor Emily DeJaegher. Lynne requested that the library put together a piece of literature stating all of the staff benefits. She thinks it will be nice to have that information all in one spot and for board members to be able to access it.

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

There were no committee meetings during the month of August.

A written copy of Kathleen Zaenger's report was provided to the board. Additionally, she stated that library staff attended the public school open houses. She also noted that the library has been served with a lawsuit for a slip and fall back in April of 2015. She said the staff did everything correctly with respect to handling the claim, and the insurance company believes this claim will fall under the umbrella of governmental immunity.

## **ACTION ITEMS**

### **UNFINISHED BUSINESS:**

1. Rick Scofield moved to remove the issue of board committee appointments from the table. Heather Aeschliman supported, and the board unanimously approved. There was discussion of filling various committee appointments left vacant by the departure of Karen Bird. Jill Hilla moved to accept the board committee appointments and the chair of the nominating committee for 2016-17 as decided at this meeting. David Morse supported, and the board unanimously approved.

### **NEW BUSINESS:**

2. Charlie Todd moved to adopt revised Resolution 16-11 to authorize operating millage for 2016-17. Rick Scofield supported, and the board was polled. All board members approved.
3. Randy Metz provided and explained designs for various landscaping projects on the library grounds. Rick Scofield moved to approve a proposal from Grissim, Metz, Andriese Associates Landscape Architects to upgrade the landscaping on the hill next to the driveway in the back of the building as agreed upon at this meeting for a cost not to exceed \$45,000.00, with funds to come from Capital Improvement. David Morse supported, and the board unanimously agreed.

## **DISCUSSION**

4. There was follow-up discussion to the July 21 strategic planning retreat, and the direction of the future planning process.
5. The board reviewed the 2015 fundraising letter for ideas for the 2016 letter. Lynne Bondy will begin the process and email it to the rest of board for comments and suggestions.
6. The date for the board holiday celebration is December 13 (immediately following the early board meeting) at Chemung Hills Banquet Center.
7. Kathleen Zaenger provided a very brief update on the FRIP. She noted that we will be moving on to repairing the driveway as well as various landscaping projects.

## **IN-SERVICE TRAINING TOPIC**

8. Kathleen Zaenger and Lynne Bondy briefly discussed the upcoming MLA annual conference. It was agreed to save the succession planning discussion, as well as the StrengthFinder assessments until next month.

**COMMENTS & CONCERNS OF BOARD MEMBERS**

Heather Aeschliman stated that she will soon be testing for her “Series Seven” financial planning certification.

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

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Kathleen Murray, Recording Secretary