

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

MINUTES OF DECEMBER 13, 2016

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 5:05 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, as well as Greg Clum from the accounting firm of Bredernitz Wagner.

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 November 8 and November 30, 2016 meetings; 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 had nothing to report.

A written copy of the Treasurer's Report for November, 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 November, 2016 as presented. Charlie Todd supported, and the board unanimously approved.

There were no committee reports during the month of November.

A written copy of Kathleen Zaenger's report was provided to the board. Additionally, she noted the library received a wonderful donation designated for the Archives in memory of George Winegar. She also advised the board that our fundraising packet was mailed earlier in the week.

ACTION ITEMS

UNFINISHED BUSINESS:

1. Greg Clum of Bredernitz Wagner provided a draft copy of the 2015-16 Financial Audit Report to each board member. Heather Aeschliman moved to accept the audit report for the 2015-16 fiscal year as presented by the accounting firm of Bredernitz Wagner. Rick Scofield supported, and the board unanimously approved.

2. Jill Hilla moved to accept Resolution 16-14 to approve a change in the pay structure. Charlie Todd supported and the board was polled. All board members approved.
3. David Morse moved to approve the General Easement Agreement with the City of Howell dated December 7, 2016. Katie LaCommare supported and the board unanimously agreed.
4. Charlie Todd moved to approve the request from Kathleen Zaenger to extend her remaining vacation time after her anniversary date in January, 2017, for this one time to be used during 2017 before she retires. Heather Aeschliman supported and the board unanimously approved.

DISCUSSION

5. There was discussion concerning the process and future direction of strategic planning. Kathleen Zaenger recommended a special meeting with the management team at the end of January to participate in the Harwood process. The date of January 25 was tentatively scheduled from 4:30-6 pm in the Meabon Room.
6. Kathleen Zaenger provided an update of the “Zemper Legacy Project.”
7. Kathleen Zaenger spoke briefly on the status of the FRIP.

IN-SERVICE TRAINING TOPIC:

Kathleen Zaenger discussed recent MLA legislative action for tax capture bills.

COMMENTS & CONCERNS OF BOARD MEMBERS

Heather Aeschliman noted that she recently passed her Series 7 examination and is a licensed sales associate in her new career.

Katie LaCommare moved to adjourn the meeting at 6:20 pm. Charlie Todd supported, and the board unanimously approved.

Kathleen Murray, Recording Secretary