

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

MINUTES OF JUNE 13, 2017

President Lynne Bondy opened the Public Hearing for Proposed Budget 2017-2018 at 6:45 pm. The public hearing was closed at 7:03 pm.

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

Absent: Jill Hilla

Heather Aeschliman moved to excuse the absence of Jill Hilla. Charlie Todd supported and all board members approved.

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

Katie LaCommare moved to approve the consent agenda as presented, including Item A., Board Minutes from May 9, 2017. Charlie Todd supported.

David Morse moved to remove the minutes from the May 10, 2017 Special Meeting for Budget Planning from the consent agenda. Heather Aeschliman supported and the board unanimously approved.

Heather Aeschliman moved to approve the consent agenda, without the May 10, 2017 minutes. Rick Scofield supported and the board unanimously approved.

The May 10, 2017 minutes for the Special Meeting for Budget Planning were amended to record "Charlie Todd moved to approve the agenda and Rick Scofield supported" and "Rick Scofield moved to adjourn the meeting and David Morse supported."

David Morse moved to approve the May 10, 2017 Special Meeting for Budget Planning minutes as amended. Katie LaCommare supported and the board unanimously approved.

There were no announcements or comments from the public.

President Lynne Bondy reported that she and Kathleen Zaenger met last week to discuss the Board's Annual Review of the Director. As a result of the meeting and discussion, Kathleen Zaenger will be preparing a written response to her Annual Review related to the process she followed to meet her goals. President Bondy commented how nice the Personal Directory created by Joyce Fisher is, as well as the new layout for the webPac. The Howell Public School Board requested that President Bondy appear for its next meeting on Monday, June 19, 2017 before renewing her appointment to the library board. President Bondy invited the board, their spouses, former board members and spouses, plus department heads to a short social gathering before the July board meeting on July 11, 2017. The event will be at 2Fogs Pub starting at 5:30pm.

A written copy of the Treasurer's Report for May 2017 was provided to each board member. Rick Scofield reviewed the report with the board. Treasurer Scofield updated the Board on his meeting with PNC Bank related to investing library funds in Certificate of Deposit. Katie LaCommare moved to accept the report as presented. David Morse supported, and the board unanimously approved.

Minutes from the Nomination and Recruitment Committee meeting of April 17, 2017 are included in action items #7 and #8.

A written copy of Kathleen Zaenger's report was provided to the board. She also thanked the board for her review. She will be basing her report on the format used by the Michigan Library Association Executive Director. She reminded the board about the summer reading program and the restriction on staff, board and family members participating in any prize drawings. She provided an update on the angle parking on Chestnut Street.

ACTION ITEMS

OLD BUSINESS:

None.

NEW BUSINESS:

1. Rick Scofield moved to adopt Resolution 17-02 to adopt the attached budget for fiscal year 2017-18. Charlie Todd supported and the board was polled. All board members approved.
2. Charlie Todd moved to adopt Resolution 17-03 to authorize the transfer of funds from one fund to another fund with the 2016-17 budget as shown in the resolution. Heather Aeschliman supported and the board was polled. All board members approved.

3. David Morse moved to adopt Resolution 17-04 to authorize the transfer of funds from reserves to revenues in the 2016-17 budget as detailed on the back of the resolution. Charlie Todd supported and the board was polled. All board members approved.
4. Heather Aeschliman moved to adopt Resolution 17-05 to authorize the dissolution of Fund 471 Construction and to transfer any remaining funds in the related accounts to the General Fund 101 account. Charlie Todd supported and the board was polled. All board members approved.
5. Katie LaCommare move to adopt Resolution 17-06 to authorize an updated library pay structure to take effect July 3, 2017. Rick Scofield supported, and the board was polled. All board members approved.
6. David Morse moved to adopt Resolution 17-07 to authorize adjustments in wages for library staff as recommended by the library director to take effect July 3, 2017. Charlie Todd supported and the board was polled. All board members approved.
7. Charlie Todd moved to accept the board nomination committee's recommendation and elect Lynne Bondy as the library board president and Heather Aeschliman as library board vice-president for fiscal year 2017-18. Katie LaCommare supported and the board unanimously approved.
8. David Morse moved to accept the board nomination committee's recommendation and appoint Katie LaCommare as library Board Secretary and Rick Scofield as library Board Treasurer for fiscal year 2017-18. Heather Aeschliman supported and the board unanimously approved.

DISCUSSION

9. The board discussed the three proposals from Executive Search Firms. The decision was made to interview all three firms.
10. Kathleen Zaenger updated the Board on the Duane Zemper Legacy Group project.

IN-SERVICE TRAINING

Nothing scheduled

COMMENTS & CONCERNS OF BOARD MEMBERS

Rick Scofield commented on how nice the flowers in the front of the library and the fence in the back look.

David Morse moved to adjourn the meeting at 8:28 pm. Charlie Todd supported, and the board unanimously approved.

Holly Ward Lamb, Acting Recording Secretary