HOWELL CARNEGIE DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING

MINUTES OF JULY 12, 2016

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 7:05 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.

Absent: None.

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

Heather Aeschliman moved to approve the consent agenda as presented, including Item A., Board Meeting Minutes of June 14, 2016, 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 reported she was personally disappointed that the Library Pub Crawl sold out before she had an opportunity to get her tickets; although she knows it is definitely a positive thing for the library.

A written copy of the Treasurer's Report for June, 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 June, 2016 as presented. David Morse supported, and the board unanimously approved.

There were no committee meetings during the month of June.

A written copy of Kathleen Zaenger's report was provided to each board member. In addition, she noted her recent review of the book *Setting the Table*, and recommended it for board members who have not yet read it. She also advised of a recent public hearing in Howell Township for consideration of tax abatement for the company "Data Pack Services." She asked the board members if any are interested in serving on the TLN board, and, if so to let her know. She was delighted to hear a "real librarian" was being considered as the Librarian of Congress (normally the position goes to a scholar). She asked the board to save the date for the MLA Conference in the fall, and advised that the landscape architect, Randy Metz, would have something for her to review for the library's various projects during the week of July 18th.

ACTION ITEMS

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

1. Heather Aeschliman moved to welcome Jill Hilla to the Howell Carnegie District Library board and appoint Katie LaCommare to be her board sponsor. Rick Scofield supported, and the board unanimously approved.

2. Charlie Todd moved to approve the Request for Use of Grounds from the Howell Area Recreation Authority during Melon Festival for staging the Ultimate Air Dogs and some other events to be determined during the 2016 Melon Festival. Set up will be on Saturday, August 20 and cleanup will be on August 21. A representative from the Howell Parks and Recreation Authority will meet with library staff in early August to identify details of what will be done on the library site. As part of this agreement, the Howell Recreation Authority will name the library as an additional insured on its insurance policy. David Morse supported, and the board unanimously approved.

3. David Morse moved to approve the proposal from Dee Cramer to perform maintenance on the library's HVAC systems from July 1, 2016 – June 30, 2017. Katie LaCommare supported, and the board unanimously approved.

4. Katie LaCommare moved to adopt Resolution 16-06 to authorize adjustments in wages for library staff. Rick Scofield supported, and the board was polled. All board members approved.

5. Charlie Todd moved to adopt Resolution 16-07 to authorize bank signatures. Katie LaCommare supported, and the board was polled. All board members approved.

6. Rick Scofield moved to adopt Resolution 16-08 to authorize Library Investment of Funds. Charlie Todd supported, and the board was polled. All board members approved.

7. David Morse moved to adopt Resolution 16-09 to authorize the transfer of funds to the Sick & Retirement Reserve. Rick Scofield supported, and the board was polled. All board members approved.

8. Charlie Todd moved to adopt Resolution 16-10 to authorize benefits for Emeritus Library Trustees. Katie LaCommare supported, and the board was polled. All board members approved.

9. Katie LaCommare moved to adopt the Calendar of Board Meeting Topics for 2016-17. Heather Aeschliman supported, and the board unanimously approved.

DISCUSSION

10. The board reviewed the board roster for changes or updates.

11. There was discussion of training topics for the board calendar year.

12. The board discussed the format and potential agenda for the upcoming board & administrator's retreat and strategic plan scheduled for July 21.

13. The board considered topics for the Livingston County Trustees & Director's Meeting.

14. Kathleen Zaenger provided an update on the Facilities Renewal and Improvement Project.

IN-SERVICE TRAINING TOPIC

Nothing scheduled. Kathleen Zaenger advised the board of an upcoming Library Open House on Sunday, Sept. 18, and asked them to save the date.

COMMENTS & CONCERNS OF BOARD MEMBERS

Rick Scofield noted that he has been asked to moderate a panel at the fall MLA conference on how businesses and libraries can work together. Heather Aeschliman expressed her gratitude for the library's study rooms as she prepares for certification in a new career.

Katie LaCommare moved to adjourn the meeting at 9:01 pm. Charlie Todd supported, and the board unanimously approved.

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Kathleen Murray, Recording Secretary