

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

MINUTES OF AUGUST 9, 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, Rick Scofield and Charlie Todd. Kathleen Zaenger, Library Director, was also present.

Absent: Jill Hilla, Katie LaCommare, and David Morse

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

Charlie Todd moved to excuse Jill Hilla, Katie LaCommare, and David Morse. Heather Aeschliman supported.

Heather Aeschliman moved to approve the consent agenda as presented, including Item A., Board Meeting Minutes of July 12, 2016, Item B., Bills and Payrolls, and Item C., Certify Delegate to MERS. Rick Scofield supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Lynne Bondy discussed the need for the complete board to continue the work on the strategic plan. She also mentioned that there is a Little Free Library at the Genoa Township.

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

There were no committee meetings during the month of July.

A written copy of Kathleen Zaenger's report was provided to each board member. In addition, she reported on the penal fine check and pointed out the latest issue of Between Friends.

ACTION ITEMS

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

1. Heather Aeschliman moved to adopt Resolution 16-11 to authorize operating millage for 2016-17. "The Howell Carnegie District Library Board of Trustees hereby approves and authorizes the maximum millage allowed, following calculations by the Livingston County Equalization Department, are .6920 mills reduced by Headlee to .6874 mill plus .4000 mill which was reduced by Headlee to .3973 mill for a total of 1.0847 mills to be levied against the certified 2016 Total Taxable Value." Rick Scofield supported and the board unanimously approved.
2. Heather Aeschliman moved to adopt Resolution 16-12 to authorize First National Bank of Howell as a second bank as depository for library funds. Charlie Todd supported and the board unanimously approved.
3. Heather Aeschliman moved to approve the board committee appointments and the chair of the nominating committee for 2016-17 as decided at this meeting. Charlie Todd supported.

Heather Aeschliman moved to table the board committee appointments until the next meeting, Rick Scofield seconded. The board unanimously approved.

4. Rick Scofield moved to approve the process of the Library Director's 2016-17 annual performance appraisal. Heather Aeschliman supported, and the board was polled. All board members approved.
5. Heather Aeschliman moved to approve the calendar of training topics for 2016-17. Charlie Todd supported. All board members approved.

DISCUSSION

6. Follow up discussion relating to the Board & Administrators' Retreat & Strategic Planning session on July 21. Work on creating the vision will continue at the next board meeting, with a special meeting if necessary. Added Strength Finder to the September Training Topics.
7. Discussion about the proposed update to the landscaping at the back driveway. More information is needed and Randy Metz will be invited to the next board meeting.
8. Tuesday, December 13 is the date for the annual holiday dinner for library trustees, emeritus trustess and administrators and their spouses or guests. Staff will look into the availability of Chemung Hills, with Block Brewing as a backup location.
9. Wednesday, October 19 6:30-8:30 is the date/time for the annual Livingston County Trustees & Directors Meeting here at HCDL. Christine

Hage, Director of Rochester Hills Public Library will speak on the topic of “Libraries of the Future.”

10. The Auditors’ are scheduled to begin on Sept 8th and 9th, with the Audit Report completed by the November board meeting,

11. The final bill to Christman was approved at this board meeting. The next steps will include officially signing off with Christman.

IN-SERVICE TRAINING TOPIC

Sept. 18 Library Open House + MLA Annual Conference + Succession Planning for Board Chair/ President

Discussion included a reminder about September 18 Library Open House, session of interest to trustees at the MLA Annual Conference in Lansing in October and about the impact on library board when Lynne Bond’s term ends and Kathleen Zaenger retires, both in 2017.

COMMENTS & CONCERNS OF BOARD MEMBERS

Charlie Todd moved to adjourn the meeting at 8:02 pm. Rick Scofield supported, and the board unanimously approved.

Holly Ward Lamb, Acting Secretary