

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

MINUTES OF DECEMBER 11, 2018

President Lynne Bondy called the regular meeting of the Howell Carnegie District Library Board of Trustees to order at 5:32pm.

Present: Board Members: Lynne Bondy, Jill Hilla, Rick Scofield, and Charlie Todd. Library Director, Holly Ward Lamb was also present.

Absent: Katie LaCommare, Maria Stuart and Liesl Clark

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

Jill Hilla moved to approve the absence of Katie LaCommare and Liesl Clark. Rick Scofield supported, and the board unanimously approved.

Charlie Todd moved to approve the consent agenda, including Item A., Minutes of November 13, 2018; and Item B., Bills and Payrolls. Rick Scofield supported, and the board unanimously approved.

There were no announcements or comments from the public.

President Lynne Bondy noted that retired director Kathleen Zaenger recently had her first grandchild.

Each board member received a copy of the Treasurer's Report for November 2018 electronically. Treasurer Rick Scofield briefly reviewed the report with the board. Charlie Todd moved to accept the Treasurer's Report as presented. Jill Hilla supported, and the board unanimously approved.

Minutes from the policy committee meeting of November 14, 2018, were provided to each board member.

Each board member received a copy of Director Holly Ward Lamb's report electronically.

ACTION ITEMS
OLD BUSINESS:

None.

NEW BUSINESS:

1. Charlie Todd moved to approve a purchase agreement with Bredernitz, Wagner & Co., P.C. for the audit of the general-purpose financial statements for fiscal years ending 2019, 2020, and 2021. Rick Scofield supported and all board members approved.
2. Rick Scofield moved to adopt Resolution 18-19 to Set Aside Money for Major Maintenance and Capital Improvements. Jill Hilla supported, and the board was polled. All board members approved.
3. Jill Hilla moved to adopt Resolution 18-20 to Set Aside Money for Replacing Equipment and Furnishings. Rick Scofield supported and the board was polled. All board members approved.
4. Charlie Todd moved to approve the recommended changes to the following policies:
 - a. Credit Card Policy, with changes discussed at this meeting
 - b. Policy for ACH (Automated Clearing House) Transactions
 - c. Board of Trustees...Bylaws
 - d. Progressive Discipline
 - e. Circulation Policies
 - f. Collection Development Policy
 - g. Internet and Computer Acceptable Use Policy

Jill Hilla supported, and all board members approved.

DISCUSSION ITEMS

5. Holly Ward Lamb briefed the board on a potential change to our pay structure based upon a change to the minimum wage effective in January 2019.

IN-SERVICE TRAINING TOPIC

6. None.

COMMENTS & CONCERNS OF BOARD MEMBERS

Jill Hilla will not be physically present at the board meetings until May. She would like to participate telephonically. Charlie Todd will miss the February meeting, and would like to participate via Zoom.

Rick Scofield moved to adjourn the meeting at 5:58 pm. Charlie Todd supported, and the board unanimously approved.

Kathleen Murray Recording Secretary