



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
MARCH 26, 2015  
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:05 p.m.

**ROLL CALL:**

**Board Members Present:** Heather Albee-Scott, Darrell J. Durham, Theodore R. Kolman, Beverley McGill, and David Zuleski

**Board Members Absent:** Jacqueline Barber (excused) and George Sewell (excused)

**Director:** Ishwar Laxminarayan.

**Administrators Present:** Vicki Baldwin, Michael Way

**Others Present:** Jean Dailey, Sarah Hashimoto, Melissa Peters, Kathy Schoening, Donna Smith and Sarah Stonestreet. Public attendance sign-in sheet attached to official minutes.

**Consent Calendar:** Moved by Heather Albee-Scott, supported by Beverley McGill, that the consent calendar be approved as presented, inclusive of the minutes of the Annual and Regular Meetings of January 29, 2015, as well as the Gifts and Donations and Personnel Actions for January and February, 2015. Motion carried unanimously.

**Public Comment:** The meeting was opened for public comments. Melissa Peters invited the board to attend a Bike Rally to be held at the Carnegie Library on Saturday, May 9<sup>th</sup> from noon to 3:00 p.m. This event will be held during National Bike Week and the library is collaborating with many local agencies including the Jackson County Health Department, Allegiance Trauma Unit, JATA, City Police, DDA, JTV and other vendors.

Donna Smith introduced Sarah Stonestreet, Marketing Assistant. Sarah lives in Spring Arbor and graduated from Grand Valley State University with a degree in Journalism. She assists Donna with Social Media, Marketing Flyers, Expos, and other marketing functions.

**Special Announcements/Presentations:** Sarah Hashimoto, Summit Branch Manager, presented information about the branch. This is a very busy branch featuring lots of diverse programs for adults and children. They have two book groups and a knitting/crocheting group called the Knit Cro-Wits. Sarah, who was previously Branch Manager at the Henrietta Branch, has been at Summit since November 2014 and enjoys the patrons, staff and the support of an “outstanding” Friends Group. Sarah also shared information and “props” for the STEM (Science, Technology, Engineering and Mathematics) program made possible through a grant from MIS Cares that she and Erica Grimm, Brooklyn Branch Manager, applied for and received. Currently, she is using the materials with an after school program at daVinci Primary School. After the kits are tested through this program, they will be ready to share with other branches. Board members commended Sarah for the presentation and the activities at the branch. There was a brief discussion regarding the need for a larger parking lot, building and alternate location of the drop-box at the Summit Branch.

**Current Bills:** Moved by Ted Kolman, supported by Heather Albee-Scott, to approve the current bills for January and February 2015 as presented. Motion carried unanimously.

**Financial Reports:** Moved by David Zuleski, supported by Ted Kolman, to approve the current financial report for January 2015 as presented. Motion carried unanimously.

Moved by Beverley McGill, supported by Ted Kolman, to approve the current financial report for February 2015 as presented. Motion carried unanimously.

### **Committee Reports:**

Facilities Committee: David Zuleski reported that the Facilities Committee had not met since the prior Board meeting.

Finance Committee: Ted Kolman reported that the Finance Committee had met on Monday, March 16, 2015 and the minutes are in the board packet. Items of discussion included the January and February Financials, Administration Building Boiler Update, OSB Bank CD, Replacement Reserves Fund and Fund Balance Designations and ProPay.

Personnel Committee: The Personnel Committee has not met since the prior Board meeting.

**Director's Report and Activities:** Ishwar highlighted several programs that took place during January and February at various branches including STEM, VITA, Spanish Storytimes, Napkin Box, Yoga at the Opera House, "The Portal" and "Snow Much Fun". He also reported that Kathy and her IT Team have installed new copiers and printers at the branches.

**Statistics:** Circulation and Computer Use continue to increase district wide.

**Strategic Plan:** The Action Teams for the new Strategic Plan are off to a great start with Karla Holmes facilitating their meetings.

**150<sup>th</sup> Anniversary of Library Service:** The reception at the Ella Sharp Museum on February 22<sup>nd</sup> to honor the students who worked on this project was very well attended and the presentations by the students were outstanding. The documentary on the history of library services in Jackson County was presented at the reception and guests had the opportunity to visit the exhibit which runs to April 18, 2015. JC President Dan Phelan also hosted a reception on March 21<sup>st</sup> to honor the students and the project. The 150<sup>th</sup> Anniversary of Library Service in Jackson County will be the theme for JDL's Community Breakfast on April 15<sup>th</sup> with the students being invited to give a brief presentation.

### **Old Business:**

Woodlands Library Cooperative: Heather Albee-Scott reported that the Woodlands Library Cooperative board had their meeting and discussed the new Youth Services newsletter, Legislative Day in May, changes in the Freedom of Information Act and Overdrive services.

Friends of the Jackson District Library: George Sewell was absent and there was no report.

Community Breakfast: The JDL Community Breakfast will be held from 7:30-9:00 a.m. on Wednesday, April 15, 2015 at the Ella Sharp Museum Community Room. We will feature the 150<sup>th</sup> Anniversary of Library Services in Jackson County project with Lynne Loftis, Diana Agy and the participating JC students presenting.

Young Poets Contest: Jean Dailey reported that we received 1,179 entries from students throughout Jackson County in grades Kindergarten through Twelfth. Barry Louis Polisar who is a nationally known musician/poet/author/storyteller will be our guest poet this year. Jean has set up presentations at nine schools for Barry including six that we haven't visited before. Barry will also present at the Breakfast Rotary Club meeting on May 12<sup>th</sup>, the Awards Ceremony on May 12<sup>th</sup> and a special Family Night on Wednesday, May 13<sup>th</sup>.

Jackson Storyfest: By taking Storyfest to the schools this year due to the Michigan Avenue construction project, the committee is anticipating 22 tellers presenting at 33 schools to approximately 11,000 students in Pre-School through Eighth grade.

Summer Reading Program Kick-Off: Melissa Peters shared information with the Board regarding the Summer Reading Program Kick-Off event. Due to the Michigan Avenue construction project, this event will take place at the Meijer Branch on June 13, 2015. Karen Jo, Gretchen and Melissa have met with Patty, Kellie and Lucy from Meijer to work on the planning. Darrell asked if JATA would be able to bus people from downtown to the event at the Meijer Branch for that day. Melissa will follow-up on this idea.

Other: There was no other old business.

### **New Business:**

Contract with Kent District Library: As this item does not require board action, Ted Kolman moved, supported by Beverley McGill, to remove this item from the agenda. Motion carried unanimously.

Other: Ted Kolman reported that the Finance Committee recommends that the Designated Building Fund be dissolved and melded with the Replacement Reserve Fund. Moved by Ted Kolman, supported by David Zuleski, to dissolve the Designated Building Fund and move the funds to Replacement Reserve Fund. Motion carried unanimously.

**Communications:** Communications were included in the packet.

**Trustee Comments:** There were no Trustee Comments at this time.

Moved by Ted Kolman, supported by Heather Albee-Scott, that the meeting be adjourned at 6:58 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman  
Secretary/Treasurer  
(Jean Dailey, Recorder)