



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
MAY 28, 2015
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:00 p.m.

ROLL CALL:

Board Members Present: Heather Albee-Scott, Jacqueline Barber, Darrell J. Durham, George Sewell and David Zuleski

Board Members Absent: Theodore R. Kolman (excused) and Beverley McGill (excused)

Director: Ishwar Laxminarayan (excused).

Administrators Present: Vicki Baldwin, Sara Tackett, Michael Way

Others Present: Jean Dailey, Lorraine Butchart, Sue Herrington, Scott McLane, Melissa Peters, Kathy Schoening, Debbie Sears and Donna Smith. Public attendance sign-in sheet attached to official minutes.

Consent Calendar: Moved by Heather Albee-Scott, supported by Jackie Barber, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meetings of March 26, 2015, as well as the Gifts and Donations and Personnel Actions for March and April, 2015. Motion carried unanimously.

Public Comment: There was no public comment.

Special Announcements/Presentations:

2014 Audit Report – Scott McLane with Markowski and Company presented the 2014 Audit Report to the Board. He stated that this was a very good year for JDL with a lot of good things taking place. He continues to be very impressed with the fiscal management by the board and administration. The board members thanked Scott for his work and presentation.

Carnegie Library Presentation – Melissa Peters shared information with board members about activities and programs at the Carnegie Library. Through the use of a Power Point presentation, she highlighted record-breaking statistics, Youth Outreach Services, upcoming Summer Reading Program activities, Free Lunch Program, Digital Storytimes, the Bike Rally, and the upcoming Karen Veramay District-Wide Lego Contest/Week. Reference Department programs and activities including business partnerships and collaborations, JXN Community Forums, Small Business Development Center, Created Equal and genealogical research were highlighted by Debby Sears.

Current Bills: Moved by Heather Albee-Scott, supported by David Zuleski, to approve the current bills for March and April 2015 as presented. Motion carried unanimously.

Financial Reports: Moved by George Sewell, supported by Heather Albee-Scott, to approve the current financial reports for March and April 2015 as presented. There was a question regarding the Capital Projects expense line which was for the copies and printers. Motion carried unanimously.

Committee Reports:

Facilities Committee: David Zuleski reported that the Facilities Committee had met on May 11th. He reviewed the minutes that were in the Board Informational Packet. Mike Way answered questions about the Administration Building Back Stairs and Sidewalk, upcoming projects and the boiler in the Administration Building.

Finance Committee: In Ted Kolman's absence, Darrell reported that the Finance Committee had met and discussed the Audit Report and Retiree Healthcare costs. The minutes are in the packet.

Personnel Committee: George Sewell reported that the Personnel Committee met and discussed Retiree Health Care and options that may be available. They also discussed the proposed Personnel Policies that will be presented later in this meeting. The next Personnel Committee meeting is scheduled for Wednesday, July 8th.

Director's Report and Activities: In Ishwar's absence, Sara Tackett highlighted the branches engagement with the community through a variety of March is Reading Month activities which kicked off with the Where's Waldo Carnival at Carnegie. Spring Break activities of all varieties kept everyone busy in April. She stated that, "As always, the report in the packet highlights the wide range of creative and engaged staff we have at all of our locations."

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

Strategic Plan: Sara reported that each of the strategic action teams have met multiple times with facilitator Karla Holmes:

- The Community Engagement team has inventoried the current community engagement activities/projects and is looking for gaps in our connections.
- The Local History and Genealogy team is focusing their work around facilities, collections, preservation, outreach, staffing and training needed to support our historic resources.
- The Customer Experience group is working on goals for their three work areas: customer service, training and staff morale. They recently got a preview of the Staff Intranet and are working on content for the upcoming staff development day.
- The Economic and Workforce Development team is assessing and seeking information about community efforts of JCISD, JAMA, Chamber, Enterprise Group and South Central Michigan Works.
- The Literacy and Lifelong Learning committee is reviewing current JDL programs and efforts while looking for gaps in service and programs for all ages.

150th Anniversary of Library Service: The JC students and their advisors, Lynne Loftis and Diana Agy, were honored at the Community Breakfast on April 15th. Lynne and Diana also presented to the Summit Branch Friends group and are available to present at other branches.

Community Initiatives: Sara, Jackie Barber and Kristin Ballew (from Youth Services) represented JDL yesterday in receiving the Great Start in Life Award from the Jackson County Great Start Collaborative.

Old Business:

Woodlands Library Cooperative: Heather Albee-Scott reported that Kate and a group from the cooperative attended the National Library Legislative Day in Lansing. They would like to take more people next year. Currently the Woodlands Cooperative is engaged in strategic planning and setting goals.

Friends of the Jackson District Library: George Sewell reported that the JDL Friends have met a couple of times since he reported. They volunteered to participate in Young Poets activities and had a very successful Book Sale at Carnegie during National Library Week. Debra Herbert spoke to the group at one of their meetings about millage campaigns and how the Friends can offer support to the library.

Community Breakfast: The annual JDL Community Breakfast was held on Wednesday, April 15, 2015 at the Ella Sharp Museum Community Room. It featured the 150th Anniversary of Library Services in Jackson County project with Lynne Loftis, Diana Agy and the participating JC students presenting as well as the premiere of the film. George reported that it was great and that the students and their instructors did so much work to put everything together. Heather felt that the students did a great job and Jackie was impressed that it was so well attended.

Young Poets Contest: Jean Dailey reported that the Awards Ceremony was great with some of the best attendance that we've ever had from the student honorees. Our Guest Poet, Barry Louis Polisar, was well received by over 1400 children and adults with his presentations to schools, the Breakfast Rotary Club, Awards Ceremony and Family Night. In fact, Barry, who is celebrating his 40th year of presenting at schools, wrote via email to tell Jean that he felt that Jackson and the Young Poets Contest/Celebration was the "highlight" of his touring year!

Jackson Storyfest: Jean reported that 24 tellers visited 35 school sites this year during the 28th annual Jackson Storyfest. Storyfest also offered two workshops and four public performances. Between all the school sessions and public performances there were 11,361 students and 1,295 adults for a total of 12,656 participants! All the evaluations received from schools, tellers and students have been extremely positive. Most of the schools and tellers participating feel we need to continue to offer Storyfest at the schools instead of coming back to the downtown locations. The Storyfest Board will be reviewing these evaluations and making some decisions regarding the future direction of Storyfest.

On behalf of the board, Darrell thanked everyone involved in these programs for representing the library so very well.

Summer Reading Program Kick-Off: Melissa Peters shared information with the Board regarding the Summer Reading Program Kick-Off event which will take place at the Meijer Branch on June 13, 2015. Patty and the Meijer staff have been working hard on the planning and everything is all set. It promises to be a great time for everyone.

Other: There was no other old business.

New Business:

2014 Audit Report: Moved by Heather Albee-Scott, supported by Jackie Barber, that it is the recommendation of the Finance Committee that the completed audit of the 2014 Financial Statements be approved as presented by Scott McLane, Markowski & Company. Motion carried unanimously.

2015 Budget Adjustment: Moved by David Zuleski, supported by Heather Albee-Scott, to accept the budget adjustments to the line items as presented. Motion carried unanimously.

Personnel Policies: JDL staff has begun reviewing its personnel policies in consultation with its consultant Brian Mortimore of the Kent District Library. The Personnel Committee has discussed updates to the following policies and recommends that they be approved by the full board:

- Health and Wellness Program Policy
- Pay Raises
- Insurances
- Staff Privileges

Moved by George Sewell, supported by Heather Albee-Scott, to accept the Personnel Committee's recommendations to update the Jackson District Library's Personnel Policies as presented. Motion carried unanimously.

Other: There was no other new business.

Communications: Communications were included in the packet.

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

Moved by George Sewell, supported by Heather Albee-Scott, that the meeting be adjourned at 7:28 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)