



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
JULY 23, 2015  
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

Vice-President George Sewell called the meeting to order at 6:00 p.m.

**ROLL CALL:**

**Board Members Present:** Jacqueline Barber, Theodore R. Kolman, George Sewell and David Zuleski

**Board Members Absent:** Heather Albee-Scott (excused), Darrell J. Durham (excused) and Beverley McGill (excused)

**Director:** Ishwar Laxminarayan

**Staff Present:** Vicki Baldwin, Lorraine Butchart, Jean Dailey, Melissa Peters, and Sara Tackett

**Others Present:** Michael Baughman, Liz Raduazo. Public attendance sign-in sheet attached to official minutes.

**Consent Calendar:** Moved by Ted Kolman, supported by David Zuleski, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of May 28, 2015, as well as the Gifts and Donations and Personnel Actions for May and June, 2015. Motion carried unanimously.

**Public Comment:** There was no public comment.

**Special Announcements/Presentations:**

**Jackson Storyfest** – Ishwar introduced Liz Raduazo and Michael Baughman, President and Vice-President of Jackson Storyfest respectively. Liz expressed her appreciation to JDL, Ishwar and staff for their continued support of Storyfest and reported on the very successful event in May 2015. She also reported that after twenty-eight years of presenting Storyfest, the board has recognized that the organization is struggling to continue due to a lack of human capacity. The Storyfest Board is considering dissolving the organization and turning over their assets to another nonprofit with a similar mission such as the Jackson District Library. It is their desire to determine if the JDL Board of Trustees would consider accepting the assets of Jackson Storyfest should it dissolve. Although the Storyfest Board recognizes that it cannot direct the use of the donated funds, they would desire that it be used for storytelling programs. The board thanked Liz and Mick for all the great Storyfest events in the past and the dedication of the volunteers over the years. The board will consider Storyfest's request later in this meeting.

**Current Bills:** Moved by Ted Kolman, supported by David Zuleski, to approve the current bills for May and June 2015 as presented. There was a brief discussion regarding the Payroll line item. Motion carried unanimously.

**Financial Reports:** Moved by Ted Kolman, supported by Jackie Barber, to approve the current financial reports for May and June 2015 as presented. There was a question regarding the Professional Contracted Services expense line. Ishwar noted that at the half way point of the year,

JDL is in good shape with 93% of budgeted revenues already received. Motion carried unanimously.

### **Committee Reports:**

Facilities Committee: David Zuleski reported that the Facilities Committee had met on June 24<sup>th</sup> and the minutes were included in the Board Informational Packet. Topics of discussion included updates on all branches, Meijer Branch warranty work, future maintenance plans and the Administration Building.

Finance Committee: Ted Kolman reviewed the topics discussed at the Finance Committee meeting on July 20<sup>th</sup>. He indicated that currently there was not a good return on our investments and reviewed a Banking Update information sheet that Vicki Baldwin had prepared. The Finance Committee is recommending moving funds to other institutions for a more favorable rate of return on our investments. Other items discussed at the committee meeting included Timekeeping Software, Current Financials, proposed Budget Adjustment and the Jackson Storyfest Proposal. The Finance Committee recommends acceptance of the Storyfest proposal contingent on an audit of their financial records and ability to use the Jackson Storyfest name.

Personnel Committee: George Sewell reported that the Personnel Committee met and discussed updates on personnel issues, contracted services, All Staff Day, JDL Leadership Institute and pay adjustments. They also discussed the proposed Personnel Policies that will be presented later in this meeting and recommend their acceptance. The next Personnel Committee meeting is scheduled for Wednesday, September 9<sup>th</sup>.

**Director's Report and Activities:** Ishwar highlighted the district reports for May and June noting that they contained many wonderful stories regarding the interactions and public services that our staff provide at all the branches; including creative programs, technology and kids reading to dogs. These programs are attracting large audiences and participants sometimes resulting in "standing room only" situations.

Statistics: Circulation and Computer Use continue to increase district-wide. Ishwar noted that Computer Use has been up every month this year as compared to previous years.

Strategic Plan: Ishwar reported that all the Action Teams are actively engaged in the strategic planning process facilitated by Karla Holmes. He noted that the Customer Experience Action Team has taken the lead in planning the All Staff Day scheduled for August 25<sup>th</sup> and that the Economic/Workforce Development Team started a series of Community Conversations open to all staff and the public on Friday mornings. These conversations feature community nonprofit leaders presenting the services their agencies provide to meet their missions.

### **Old Business:**

Woodlands Library Cooperative: In Heather's absence, Ishwar reported that the Woodlands Cooperative continues to be engaged in strategic planning and setting goals.

Friends of the Jackson District Library: George Sewell reported that he attended the JDL Friends Board meeting in June. Most of their meeting focused on the Book Cellar and the new Book Corner at Carnegie which is proving to be very successful.

Summer Reading Program: Melissa Peters reported that the Summer Reading Program is going very well and everyone is extremely pleased with the attendance for programs that were “blocked booked” for the branches. Initially, there had been concern regarding the participation at the Carnegie Library events due to the heavy construction project, but attendance has been great! There has also been great participation in the free lunch program and activities that have been planned around it.

Other: Melissa also reported on “August Adventures” which is a new program focusing on family activities. JDL provides a “Family Activity Sheet” and when families complete the activities on the sheet, they turn it in and are entered into a drawing for prizes at each branch.

Ishwar mentioned that JDL has partnered with the Big Mitten Fair and we are providing Storytellers (Mother Goose and Gemini) for programs in the “Kids Go Zone” on Saturday and Sunday, September 5<sup>th</sup> and 6<sup>th</sup>. The Big Mitten Fair also provided 104 free tickets to be given away as prizes with the August Adventures program.

Ishwar also reported on JDL’s participation in the Michigan Activity Pass Program. By going to JDL’s website, a patron can print a free Michigan Activity Pass to use at their choice of any Michigan state park or recreation area, or at more than 100 participating cultural institutions, including many museums throughout the state.

### **New Business:**

Jackson Storyfest: Moved by Ted Kolman, supported by Jackie Barber, that should Jackson Storyfest dissolve as an independent 501(c)3 organization, the JDL Board of Trustees is willing to accept the organization’s assets, in accordance with the library’s Gift Acceptance Policy, to promote storytelling programs for the greater Jackson community, subject to Storyfest’s annual audit and JDL’s ability to use the label “Jackson Storyfest”. 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 as presented, and with the change of wording from “Human Resources Administrator” to “Public Services Administrator”:

- Equal Employment Opportunity Policy
- Social Security Number Privacy Policy

Moved by Ted Kolman, supported by David Zuleski, to accept the Personnel Committee’s recommendations to update the Jackson District Library’s Personnel Policies as presented, including the change of wording from “Human Resources Administrator” to “Public Services Administrator”. Motion carried unanimously.

Tobacco/Smoke Free Policy: Ishwar noted that the proposed changes include more detail on tobacco products as well as the inclusion of library vehicles, contractors and vendors. It also acknowledges local ordinances in regards to the distance from buildings. Moved by Ted Kolman, supported by Jackie Barber, to accept the Tobacco/Smoke Free Policy as presented. Motion carried unanimously.

Budget Adjustments: Ishwar reviewed the proposed budget adjustments as presented. Upon the recommendation of the board Finance Committee, it was moved by Ted Kolman, supported by Jackie Barber, to accept the budget adjustments to line items as presented. Motion carried unanimously.

Donated Computers: In collaboration with the Nonprofit Network, JDL donated 66 computers, 23 printers, and one fax to area nonprofits. The Nonprofit Network held a "lottery" among their members to receive these used items that we replaced with new ones. The list of recipients was included in the board informational packet.

Other: There was no other new business.

**Communications**: It was noted that there were some nice letters and notes in the communications that were included in the packet.

**Trustee Comments**: Jackie commented that she had really enjoyed Tammy Dotson's presentation on the Concord and Hanover Branches that took place during the Study Session.

Moved by Ted Kolman, supported by David Zuleski, that the meeting be adjourned at 7:00 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman  
Secretary/Treasurer

(Jean Dailey, Recorder)