



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

President Darrell Durham called the meeting to order at 5:40 p.m.

ROLL CALL:

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

Board Members Absent: None

Director: Ishwar Laxminarayan

Staff Present: Vicki Baldwin, Joyce Betz, Jean Dailey, Melissa Peters, Kathy Schoening, Donna Smith and Sara Tackett

Others Present: Regina Funkhouser. Public attendance sign-in sheet attached to official minutes.

Public Comment: Sara Tackett reported that All Staff Day was held on Tuesday, August 25, 2015 and that it went very well. Heather was able to attend and represent the Board. The staff appreciated the board support and felt that the day was “awesome” – both informative and entertaining.

Ishwar recognized Joyce Betz. She is retiring after 25 years of service to JDL (10 as Branch Manager at Springport and 15 as Training Coordinator. Joyce said that she will miss JDL and the staff and is looking forward to starting a new chapter in her life. The board thanked Joyce for her years of service.

Old Business:

Investments: Ishwar updated the information that had been presented at the July board meeting with the current rates available for various investment instruments. There was a lot of discussion regarding the options and rates available, financial institution ratings, and FDIC Regulations insuring up to \$250,000 in deposit. Vicki presented the recommendations from the staff for the investment of the funds.

Moved by Beverley McGill, supported by Heather Albee-Scott, to accept the staff recommendations as presented. Roll Call Vote: Albee-Scott – No; Kolman – No; McGill – No; Sewell – No; Zuleski – No; Barber – No; Durham – No. Motion failed. (Unanimous)

Moved by Ted Kolman, supported by George Sewell, to move \$1 million from Fifth Third Savings Account to Michigan Community Credit Union (MCCU) in a CD at a rate of 1.0% for one year; move \$500,000 from County National Bank (CNB) ICS account to MCCU in a CD at a rate of 1.0% for one year; and move approximately \$990,000 in funds from the Special Fund Accounts of Nancy

Cross Memorial Fund, Replacement Reserve Fund, Rosebud Maintenance Fund, Rosebud Upgrade Fund, and Investments-General Fund to MCCU in a CD at a rate of 1.0% for one year. Roll Call Vote: Albee-Scott – No; Kolman – Yes; McGill – No; Sewell – Yes; Zuleski – No; Barber – Yes; Durham – No. Motion Failed: 4-No, 3-Yes.

Moved by Beverley McGill, supported by Heather Albee-Scott, to accept the staff recommendations to move \$1 million from Fifth Third Savings Account to Michigan Community Credit Union (MCCU) in a CD at a rate of 1.0% for one year; move \$250,000 from CNB ICS account to Flagstar Bank in a Savings Account at 0.50% for 6 months; move \$250,000 from CNB ICS account to Flagstar Bank in a 6 month CD at 0.50%. In addition, to move approximately \$990,000 in funds from the Special Fund Accounts of Nancy Cross Memorial Fund, Replacement Reserve Fund, Rosebud Maintenance Fund Rosebud Upgrade Fund, and Investments-General Funds to MCCU in a CD at a rate of 1.0% for one year. Roll call vote: Albee-Scott – Yes; Kolman – Yes; McGill – Yes; Sewell – Yes; Zuleski – Yes; Barber – Yes; Durham – Yes. Motion carried unanimously.

Jackson Storyfest: Based on the positive advisory vote from the JDL Board meeting of July 23rd, the Jackson Storyfest Board of Directors voted to dissolve the independent 501(c)3 organization and turn over all its assets, including the name Jackson Storyfest, to the Jackson District Library with the request that the funds be used to promote storytelling programs for the greater Jackson community. Moved by Heather Albee-Scott, supported by Beverley McGill, that the Jackson District Library accept the assets from Jackson Storyfest, in accordance with the library's Gift Acceptance Policy, to promote storytelling programs for the greater Jackson community. This approval is contingent on the completion of a favorable financial review by the Library's auditor of the Jackson Storyfest's records. Motion carried unanimously.

The Jackson District Library Board of Trustees wishes to extend its sincere appreciation to the Jackson Storyfest Board of Directors and all its volunteers for their dedication and hard work over the past 28 years.

Other: There was no other Old Business.

New Business:

NAACP Annual Freedom Fund Banquet: In the past, JDL has sponsored a ¼ page ad in the program for the banquet and purchased two tickets for board members to represent the Library at this event. There was discussion regarding the printing quality of the program booklet and Jackie Barber volunteered to speak to the planning committee regarding this concern. It was moved by George Sewell, supported by Heather Albee-Scott, to sponsor a ¼ page ad the program and purchase 2 tickets for the NAACP Annual Freedom Fund Banquet to be held October 11, 2015 at the Country Club of Jackson. Motion carried unanimously. Jackie Barber and her husband will represent JDL at the Banquet.

Friends Book Cellar Open House: Ishwar reported that the Friends Book Cellar will be closing on Tuesday, September 29, 2015. The Friends have recently opened a Book Sale Corner at the Carnegie Library that has been doing very well. The Friends have also decided to approach the distribution of unwanted and donated books through outreach to different care facilities, food pantries, schools, etc. In addition, the library could use the space currently used by the Book

Cellar. There will be an Open House to honor Lola Dodge, Book Cellar Manager, and all the Friends Volunteers on Tuesday September 29th from 1:00-3:00 p.m. The board, staff and general public are urged to attend.

Board Self-Assessment: The Board Self-Assessment had been included in the board informational packet and members had been asked to complete the tool using the scale to indicate the extent to which each statement applied to the JDL Board. Regina Funkhouser with the Nonprofit Network led the board in a discussion regarding self-assessment statements and their responses. The board will be embarking on a self-assessment process and this will be discussed in more detail at a future Study Session.

Director Review Process: Regina led the board in a discussion of the process currently used to evaluate the Director's performance and how this process could be improved or amended. Options discussed included adding staff feedback and community feedback. Regina will provide samples of evaluation tools and processes to the next Board Study Session to assist in the continuation of this discussion.

Other: There was no other new business.

Trustee Comments: The board thanked Regina for her time and expertise. Several of the Trustees and Ishwar noted that this was one of the best meetings that the board has had in recent years.

Moved by George Sewell, supported by Beverley McGill, that the meeting be adjourned at 7:45 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)