



**MINUTES OF THE RESCHEDULED REGULAR MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 19, 2015  
ADMINISTRATION BUILDING CONFERENCE ROOM, 290 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:10 p.m.

**ROLL CALL:**

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

**Board Members Absent:** Theodore R. Kolman (excused)

**Director:** Ishwar Laxminarayan

**Staff Present:** Vicki Baldwin, Lorraine Butchart, Jean Dailey, Kathy Schoening, Donna Smith, Sara Tackett, Mike Way and Sue Weible

**Others Present:** None. Public attendance sign-in sheet attached to official minutes.

**Consent Calendar:** Moved by George Sewell, supported by Beverley McGill, that the consent calendar be approved as presented, inclusive of the minutes of the Rescheduled Regular Meeting of October 8, 2015, and the Gifts and Donations and Personnel Actions for September and October, 2015. Members noted the donations "In Memory of Mary Weir" for the Hanover Branch. Motion carried unanimously.

**Public Comment:** Vicki Baldwin reminded board members to submit their per diem requests.

**Special Announcements/Presentations:** Sue Weible, Grass Lake Branch Manager, presented information about the history, staff and activities at the Grass Lake Branch. They have an active Friends Group and the community loves "their" library and actively support it. The Grass Lake Branch participates in many community events and festivals as well as being involved with programs at the schools. The branch hosts a variety of programs with the best attended being the food programs as part of the 5 Healthy Towns initiative. In addition, Sue is active with JTV, Jackson County Parks Tours, Local History and Genealogy Action Team and JDL Centralized Programming. Currently she is presenting programs on *Reminisce Jackson: The Restaurants of Michigan Ave.* at various JDL branches. Sue also shared information on grants for 2014 and 2015 as well as changes in the community in regards to establishing an historical museum next to the library. The board thanked Sue for her presentation.

**Current Bills:** Moved by George Sewell, supported by Heather Albee-Scott, to approve the current bills for September and October 2015 as presented. There was a question regarding an expense in Contracted Services that Vicki explained. Motion carried unanimously.

**Financial Reports:** Moved by Heather Albee-Scott, supported by Jackie Barber, to approve the current financial reports for September and October 2015 as presented. Discussion items included Revenue, Penal Fines and overall financial position. Motion carried unanimously.

### **Committee Reports:**

Facilities Committee: As the October Facilities Committee meeting had been cancelled, Mike Way updated the board, at this time, regarding facility issues at Meijer, Springport, Concord, Brooklyn and Eastern Branches. He also reported that his staff has completed removing the shelving in the former Book Cellar in the Administration Building and will be moving items to that area from the leased warehouse space by the end of December.

Finance Committee: In Ted Kolman's absence, Bev McGill reviewed the minutes from the November 18th Finance Committee meeting which included discussion on Retiree Healthcare, Pension, and Jackson Storyfest. The next meeting is scheduled for Monday, November 30, 2015, with the whole board invited to discuss the proposed 2016 Budget.

Personnel Committee: George Sewell reported that the Personnel Committee met and discussed the Director's Review process. Survey responses were received from 78 staff. The next meeting is scheduled for 4:00 p.m. on Wednesday, December 10<sup>th</sup> with the entire board encouraged to attend.

**Director's Report and Activities:** Ishwar highlighted the district reports for September and October which included great stories from all the branches. He also noted some unusual services provided to patrons from JDL staff including locating a specific song for a funeral and emailing pictures of missing grandchildren to the police.

Statistics: Circulation numbers and patron visits are dropping a bit due to the construction around the Carnegie Library but continue to increase slightly overall district-wide. The computer usage is holding steady.

### **Old Business:**

Woodlands Library Cooperative: Heather reported that the Woodlands Cooperative is meeting this evening so she was unable to attend. The \$1000 mini-grant to JDL was used for mobile circulation which is currently being piloted at the Carnegie Library and highlighted on page 2 of the Director's Report in the informational packet for this meeting.

Friends of the Jackson District Library: The Friends are having a Book Sale right now which is the reason the board meeting was moved to the Administration Building. The Carnegie Library Auditorium is filled with tables of books and doing a brisk business. They are also getting ready for the Bake Sale and Hot Dog Sale which will be held tomorrow in conjunction with the Holiday Open House and Parade. The Book Corner at the Carnegie Library continues to be a very successful endeavor.

Jackson Storyfest: Jean Dailey reported on the dissolution process for Jackson Storyfest and reviewed the financial reports for the organization. It is anticipated that the assets for the organization will be turned over to JDL by December 31, 2015.

Other: There was no other Old Business.

### **New Business:**

Michigan Library Association Conference Report: Heather Albee-Scott reported that the conference was fantastic, the energy was awesome and that she was very proud to find that JDL is right on the cutting edge for library services. She attended sessions on millage, trustees, Friends

and the STEM session presented by Erica Grimm and Sarah Hashimoto. JDL was one of only four libraries in the state to win a visit from the hosts of the PBS show "Under the Radar" which will be scheduled during the November, 2016 to January, 2017 time period. The Citation of Excellence Award was presented to JDL during the Friday luncheon with Calvin Battles accepting on behalf of the staff.

Emergency Closing Policy: This item will be postponed to the December 17, 2015 board meeting.

Fines and Fees Schedule: Sara Tackett reviewed recommended changes in the Fines & Fees Schedule which resulted from the discontinuation of some services and lower prices for materials. Moved by George Sewell, supported by Heather Albee-Scott to approve the proposed Fines & Fees Schedule as presented to take effect as of December 1, 2015. Motion carried unanimously.

Personnel Committee Chair Appointment: As George Sewell is now available to participate in meetings, this appointment is no longer necessary.

Retiree Health Care: Information on this item was reviewed during the Finance Committee report and Board Study Session.

Municipal Employees Retirement System of Michigan (MERS) Employer Contributions: Information on this item was reviewed during the Finance Committee report and Board Study Session.

2016 Budget Discussion: Information was reviewed at the Board Study Session with a quick overview which highlighted changes and plans for programming. A small deficit is projected for next year but we should end with a good fund balance. There will be more discussion at the next Finance Committee meeting on November 30<sup>th</sup>.

Other: There was no other New Business.

**Communications:** Communications were included in the board informational packet. There was a very nice letter received from Chad Noble, President of Allegiance Health Foundation.

**Trustee Comments:** There were no additional trustee comments.

Moved by George Sewell, supported by Jackie Barber, that the meeting be adjourned at 7:35 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman  
Secretary/Treasurer

(Jean Dailey, Recorder)