



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
JANUARY 28, 2016
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:12 p.m.

ROLL CALL:

Board Members Present: Heather Albee-Scott, Jacqueline Barber, Elli Blonde, Darrell J. Durham, Theodore R. Kolman, and Beverley McGill

Board Members Absent: David Zuleski

Interim Director: Sara Tackett

Staff Present: Vicki Baldwin, Jean Dailey, Lorraine Butchart, Kathy Schoening, Donna Smith, Michael Way and Danah Wayne.

Others Present: George Sewell. 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 Public Hearing and Regular Meeting of December 17, 2015, as well as the Gifts and Donations and Personnel Actions for December 2015. Motion carried unanimously.

Public Comment: The meeting was opened for public comments. There were no public comments.

Special Announcements/Presentations: On behalf of the Board and staff of the Jackson District Library, Darrell Durham presented a plaque to George Sewell thanking him for his sixteen years of service on the Jackson District Library Board of Trustees. A book of his choice will be placed in the collection at the Carnegie Library. George thanked the board and staff and stated that he really enjoyed his time on the board and was honored to be associated with the library.

Current Bills: Moved by Jackie Barber, supported by Bev McGill, to approve the current bills for December 2015 as presented. Motion carried unanimously.

Financial Reports: Moved by Ted Kolman, supported by Heather Albee-Scott, to approve the current financial report for December 2015 as presented. There was discussion regarding the Contracted Services line. Motion carried unanimously.

Committee Reports:

Facilities Committee: Jackie Barber reported that the Facilities Committee had not met since the prior Board meeting.

Finance Committee: Ted Kolman reviewed the Finance Committee minutes that were included in the Board Informational Packet.

Personnel Committee: Darrell Durham reviewed the Personnel Committee minutes that were included in the Board Informational Packet. The committee has recommended that interviews with the top three candidates for the Director's position be held on February 4, 2016 with Brian Mortimore facilitating.

Director's Report and Activities: Sara Tackett highlighted several programs that took place in November and December at various branches including Youth Services Outreach, restaurant program, Storytimes and STEM programming. She also reported that staff representatives from all the branches had met in December for a Summer Reading Program Summit and are considering a different delivery model for this summer's program.

Statistics: A new circulation record was set again this year although downtown construction projects impacted circulation at the Carnegie Library. Ted Kolman noted that the circulation of print materials is down while digital format is up.

Strategic Plan: Sara announced that all the Strategic Action Teams will have a joint meeting on February 9th to share their Goals and Objectives. This will help to identify any "overlapping" areas.

Community Initiatives: Sara reported that she has been attending meetings of the coalition working to develop a Financial Stability initiative group.

Old Business:

Director's Search Process: Moved by Ted Kolman, supported by Heather Albee-Scott, that a Special Meeting of the Jackson District Library Board be scheduled for Thursday, February 4, 2016 at 4:00 p.m. for the purpose of interviewing for the Director's position. Motion carried unanimously.

Woodlands Library Cooperative: Heather Albee-Scott reported that the Woodlands Library Cooperative board meeting scheduled for January was canceled.

Friends of the Jackson District Library: Jean Dailey reported that the Friends have elected their officers for the new year, are having great success with the Book Corner at the Carnegie Library, have set their budget and are planning to meet with representatives from all of the Friends groups to explore ways to work together and support each other.

Young Poets Contest: Jean Dailey reported that we have received 1,221 entries since the October 2015 kick-off of this year's contest. Drawings have been held throughout the entry period for students and teachers to win Kenn Nesbitt books (courtesy of the Friends of the JDL). The Awards Ceremony for the 2016 Young Poets Contest will be held Tuesday, April 19th at the Middle School at Parkside.

Jackson Storyfest: Jean reported that contracts have been extended to twenty-two tellers. Currently, thirty-four schools (Elementary and Middle School) have signed up for a total of 69 sessions with approximately 12,500 students. In addition, Preschool students will be

attending one of nine sessions to be held at three different sites. The general public is invited to attend two free performances: a Senior Citizen concert to be held Thursday morning, May 5th at the Ella Sharp Museum and a Friday Evening Concert on May 6th at the Michigan Theatre featuring national storytellers Adam Mellema and Laura Raynor.

Other: There was no other old business.

New Business:

2016 Mileage Rates: Information on the 2016 mileage rates was included in the board informational packet.

Rosebud Upgrade Fund Withdrawal: Jackson College's Atkinson Library is seeking a one-time withdrawal of \$20,000 from the Rosebud Upgrade Fund for the initial purchase and implementation of a full discovery service tool. To maintain the Rosebud Upgrade Fund account division of 2/3 Jackson District Library and 1/3 Jackson College Library, it is recommended that JDL also withdraw \$40,000 from the Rosebud Upgrade Fund. The Rosebud Governance Committee recommends that both the College and Library transfer their respective funds accordingly. Moved by Bev McGill, supported by Heather Albee-Scott, to transfer \$40,000 from the Rosebud Upgrade Fund to the JDL Technology Fund thus maintaining the 2/3 to 1/3 division. Motion carried unanimously.

2015 Budget Adjustments: Sara reviewed the recommended adjustments to the 2015 Budget calling attention to the "bolded" line items. Moved by Jackie Barber, supported by Bev McGill, to accept adjustments to the 2015 Budget as presented. Motion carried unanimously.

Other: There was no other new business.

Communications: Communications were included in the packet.

Trustee Comments: Heather Albee-Scott, commented on all the different programs that JDL has throughout the district. It takes a lot of work but the JDL staff is amazing – thank you for all you do!

Darrell Durham thanked the board members for having faith in him to serve another term as President of the Board of Trustees. He also welcomed Elli Blonde to the board and reminded all the trustees that JDL has a challenging year ahead.

Moved by Ted Kolman, supported by Jackie Barber, that the meeting be adjourned at 6:55 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)