



**MINUTES OF THE RESCHEDULED REGULAR MEETING OF THE BOARD OF TRUSTEES  
MARCH 9, 2016  
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:01 p.m.

**ROLL CALL:**

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

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

**Director:** Sara Tackett

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

**Others Present:** None. 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 Annual and Regular Meetings of January 28, 2016, the Special Meetings of February 4, 2016 and February 23, 2016, as well as the Gifts and Donations and Personnel Actions for January 2016. Motion carried unanimously.

**Public Comment:** The meeting was opened for public comment. Lorraine Butchart spoke on behalf of several staff expressing their concerns with the continuation of the contract with Kent District Library for H.R. Consulting Services. There were no other public comments.

**Special Announcements/Presentations:** There were no Special Announcements and/or Presentations.

**Current Bills:** Moved by Heather Albee-Scott, supported by Jackie Barber, to approve the current bills for January 2016 as presented. Motion carried unanimously.

**Financial Reports:** Moved by Beverley McGill, supported by Heather Albee-Scott, to approve the current financial report for January 2016 as presented. Motion carried unanimously.

**Committee Reports:**

**Facilities Committee:** David Zuleski reviewed the minutes of the February 3<sup>rd</sup> meeting which were included in the Board Informational Packet.

**Finance Committee:** Bev McGill presented highlights from the minutes of the Finance Committee meeting that was held on January 25<sup>th</sup> and included in the Board Informational Packet.

**Personnel Committee:** Darrell Durham reported that the main items of discussion at the Personnel Committee meetings of February 10<sup>th</sup> and 25<sup>th</sup> were Retiree Health Care, the Kent District Library H.R. Consulting Services contract and the Director Search and contract. The minutes of these meetings were included in the Board Informational Packet.

**Director's Report and Activities:** Sara Tackett reported that everything got off to a good start in the New Year and highlighted several programs and services that occurred at various branches throughout the library district.

**Statistics:** A new statistics sheet was included in this month's packet which gave information on the number of programs and meetings taking place at all branches. Information was also presented in regards to Library Cards, Reference Questions and Patron Visits. Sara indicated that staff is currently reviewing how the statistics are being presented and will be redesigning the reports so that there is less duplication of information.

**Strategic Plan:** The Strategic Action Teams held a joint meeting on February 9<sup>th</sup> to share their Goals and Objectives. This helped to identify any "overlapping" areas. Teams will start presenting their Goals and Objectives to the Board over the next few board meetings.

**Community Initiatives:** Sara reported that the VITA program which takes place at some of our branches has been challenged in recruiting enough volunteers to have individual appointments as in the past. Instead of appointments, the Brooklyn Branch is now serving as a drop-off point where clients can leave their information and VITA volunteers will prepare their reports and return.

Sara also announced that paving on Mechanic, Francis and Cooper Streets downtown will begin soon. This won't have as big an impact on the library as last year's major construction project did, but could cause some issues for patrons approaching from the east side of the City.

### **Old Business:**

**Director's Contract:** The Personnel Committee recommends the approval of the contract between the Jackson District Library and Director, Sara Tackett. Moved by Heather Albee-Scott, supported by David Zuleski, to approve the contract between the Jackson District Library and Sara Tackett, Director, as recommended and presented by the Personnel Committee. Roll Call Vote: Albee-Scott – Yes; Barber – Yes; Blonde – Yes; Durham – Yes; McGill – Yes; Zuleski – Yes. Motion carried unanimously.

**Woodlands Library Cooperative:** Heather Albee-Scott reported that the Woodlands Library Cooperative Board has not met since November. The next scheduled meeting is Thursday, March 17<sup>th</sup> and will be held at JDL's Meijer Branch Library. She invited the board to attend if they were able.

**Friends of the Jackson District Library:** Elli Blonde reported that the main item of business at the Friends' meeting was the Spring Book Sale to take place during National Library Week in April. They are also planning to participate in the Women's Expo on March 12<sup>th</sup>.

**Other:** There was no other old business.

**New Business:**

Millage Election: Discussion was held during the Study Session regarding the upcoming expiration of the voted in millage. Information regarding options and budget projections was provided for members review to continue the conversation at the next board meeting.

Community Breakfast: Sara reminded the members that JDL's Annual Community Breakfast is scheduled for April 13, 2016 at the Ella Sharp Museum Community Room.

March 24, 2016 JDL Board Meeting: Due to pending business, it was moved by Heather Albee-Scott, supported by David Zuleski, to hold the March 24, 2016 JDL Board meeting as scheduled. Motion carried unanimously.

Other: Darrell Durham asked Jean Dailey for an update on the Young Poets Contest. Jean reported that 1,221 entries were received by students from thirty Jackson County schools and 40 homeschools. The Awards Ceremony is scheduled for 6:00 p.m. on Tuesday, April 19, 2016 at the Middle School at Parkside. Board members are asked to attend and participate in the awarding of prizes.

**Communications:** Communications were included in the packet.

**Trustee Comments:** Heather Albee-Scott asked about the turnout for the "March is Reading Month" Kick-Off event (Dr. Seuss Carnival) held on March 5<sup>th</sup> at the Carnegie Library. Sara reported that door counters indicated 831 people attended the event and enjoyed the program.

Bev McGill offered congratulations to Sara Tackett on her appointment as Director indicating that JDL is lucky to have her.

Darrell Durham welcomed Sara to her new role as Director and thanked everyone involved in the interviewing and hiring process. He also encouraged all board members to participate in the campaign once they have decided on the details for the millage election.

Moved by Heather Albee-Scott, supported by Jackie Barber, that the meeting be adjourned at 6:25 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman  
Secretary/Treasurer

(Jean Dailey, Recorder)