



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
MARCH 24, 2016  
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:00 p.m.

**ROLL CALL:**

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

**Board Members Absent:** Beverley McGill (Excused)

**Director:** Sara Tackett

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

**Others Present:** Kathy Lincoln. Public attendance sign-in sheet attached to official minutes.

**Consent Calendar:** Moved by Heather Albee-Scott, supported by Ted Kolman, that the consent calendar be approved as presented, inclusive of the minutes of the Rescheduled Regular Meeting of March 6, 2016, as well as the Gifts and Donations and Personnel Actions for February 2016. Motion carried unanimously.

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

**Special Announcements/Presentations:** Lorraine Butchart presented information on the Technical Services & Interlibrary Loan Department located in the lower level at the Eastern Branch Library, 3125 E. Michigan Avenue. Functions of Technical Services include Acquisition, Cataloging, Processing, Database Maintenance and Collection Maintenance. Interlibrary Loan is a service that allows patrons to borrow materials from libraries state-wide or world-wide. JDL is affiliated with two large bibliographic networks (MeLCat and OCLC) to provide these services. The staff of two librarians and seven library assistants catalog and process 45,000+ items annually and Interlibrary Loan borrows 21,000+ items and loans 22,000+ items annually. Lorraine also highlighted the 2015-16 Major Achievements, department goals and the 500+ vendors they work with to bring the materials to the patrons. Board members thanked Lorraine for her informative presentation.

**Current Bills:** Moved by Heather Albee-Scott, supported by Ted Kolman, to approve the current bills for February 2016 as presented. A question was raised about the amount on the Building Additions/Improvements line. This represents a number of contractors who dealt with various issues at Concord, Carnegie and Eastern Branches – not just one major issue. Motion carried unanimously.

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

## **Committee Reports:**

Facilities Committee: The Facilities Committee has not met since the prior board meeting of March 9, 2016.

Finance Committee: The Finance Committee has not met since the prior board meeting of March 9, 2016.

Personnel Committee: The Personnel Committee has not met since the prior board meeting of March 9, 2016.

**Director's Report and Activities:** Sara Tackett highlighted several programs and services that occurred at various branches throughout the library district during February. There was a brief discussion regarding some of the pictures and activities as presented in the Board Informational Packet.

**Statistics:** The new statistics sheet was reviewed which presents information on the number of programs and meetings taking place at all branches, Library Cards, Reference Questions and Patron Visits. Sara noted that circulation is still on the rise and that the Carnegie Library seems to be recovering well from the "down" time during the Michigan Avenue construction project. She also noted staff is currently reviewing how the statistics are being presented and discussing the redesign of reports so that there is less duplication of information.

**Strategic Plan:** The Strategic Planning Action Teams continue to meet and are refining their goals and objectives to facilitate the development of Action Steps.

**Community Initiatives:** The community initiatives dealing with health, education and financial stability are currently in discussions regarding the hiring of a network coordinator.

## **Old Business:**

Millage Election: The board discussed various options and reviewed projections regarding the funds needed to support library operations due to the upcoming expiration of the current millage. Moved by Elli Blonde, supported by Ted Kolman, to put a question on the November 2016 general election ballot seeking renewal of the current millage (1.2593 mills) and a 0.5 mill increase for a period of 8 years (2017-2024). Roll Call Vote: Albee-Scott – Yes; Barber – Yes; Blonde – Yes; Durham – Yes; Kolman – Yes; Zuleski – Yes. Motion carried unanimously.

Woodlands Library Cooperative: Heather Albee-Scott reported that the Woodlands Library Cooperative Board met March 17<sup>th</sup> at JDL's Meijer Branch Library. They discussed the status of the bill prohibiting libraries from sharing information with the community sixty days prior to millage elections. Kate Pohjola Andrade, Woodland Director, is available to assist with board training and millage election consulting. Sara Tackett attended the meeting and gave a tour of the Meijer Branch to interested Woodlands' members. She reported that they were very interested in the Digital Studio.

Friends of the Jackson District Library: The Friends participated in the Women's Expo which went very well and they have a number of ideas for next year which include a "mini" Book Sale. They are preparing for their National Library Week Book Sale at the Carnegie Library from April 11-13<sup>th</sup> and are in need of more books.

Young Poets Contest: Jean Dailey reminded the board that the Young Poets Contest Awards Ceremony will be held on Tuesday, April 19<sup>th</sup> at the Middle School at Parkside. Fifty-five students have been invited to share their award winning poems and board members are encouraged to attend to help present the awards.

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. Invitations were sent out and we are receiving a lot of RSVP's.

Other: There was no other old business.

**New Business:**

Albion District Library Reciprocal Agreement: Sara reported that the agreement was up for renewal and that language had been changed to make this an ongoing agreement that may be terminated with a 45-day notice by either party. Moved by Ted Kolman, supported by David Zuleski to adopt the Albion District Library Reciprocal Agreement as presented. Motion carried unanimously.

Other: There was no other new business.

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

**Trustee Comments:** Heather Albee-Scott thanked Lorraine Butchart for her report on Technical Services and Interlibrary Loan.

Moved by Ted Kolman, supported by Heather Albee-Scott, that the meeting be adjourned at 6:55 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman  
Secretary/Treasurer

(Jean Dailey, Recorder)