



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
MAY 26, 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, Darrell J. Durham, Beverley McGill, and David Zuleski

Board Members Absent: Elli Blonde (Excused), Theodore R. Kolman (Excused)

Director: Sara Tackett

Staff Present: Vicki Baldwin, Jean Dailey, Lorraine Butchart, Andy Lane, Theresa Runyan, Debby Sears, Donna Smith, Mike Way and Marcia Young.

Others Present: Scott McLane. 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 Regular Meeting of March 24, 2016, as well as the Gifts and Donations and Personnel Actions for March and April 2016. Motion carried unanimously.

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

Special Announcements/Presentations:

2015 Audit Report: Scott McLane with Markowski and Company presented the 2015 Audit Report to the Board. He stated that JDL was in excellent financial shape with everybody doing a really good job. He continues to be very impressed with the staff, internal controls and fiscal management by the board and administration. The board members thanked Scott for his work and presentation.

Outreach Services: Marcia Young presented information on JDL's Outreach Services designed for individuals who are homebound or are residing in retirement facilities. Using a PowerPoint presentation Marcia explained:

- Who can receive Outreach deliveries.
- How Outreach Services and Deliveries work.
- How participants find out about the service,
- How people can sign up for services
- The types of materials available for delivery
- Outreach Services available to residential facilities
- Outreach Staff, and
- Other services offered to the homebound

At the current time, JDL is servicing 105 individual Outreach patrons and 14 residential facilities. Marcia also discussed the future of Outreach Services with the influences of the aging population, technology, and new ways to meet the needs of the homebound. Board members thanked Marcia for her presentation and offered a round of applause for her and the Outreach Staff.

Current Bills: Moved by Heather Albee-Scott, supported by David Zuleski, to approve the current bills for March and April 2016 as presented. Comments and questions discussed included the Printing/Promotions, Telephone and Contracted Services line items. Motion carried unanimously.

Financial Reports: Moved by Heather Albee-Scott, supported by Jackie Barber, to approve the current financial reports for March and April 2016 as presented. Motion carried unanimously.

Committee Reports:

Facilities Committee: The Facilities Committee has not met since the prior board meeting.

Finance Committee: Beverley McGill reviewed the minutes of the Finance Committee meeting that were included in the board informational packet.

Personnel Committee: The Personnel Committee has met twice since the prior board meeting. Darrell reviewed the discussions and information as presented in the minutes of the meetings which were included in the board informational packet.

Director's Report and Activities: Sara Tackett highlighted lots of the activities and programs that occurred at various branches throughout the library district during March and April. Some of the activities highlighted were those involving March is Reading Month, the VITA Program, Spring Break and National Library Week. There was a brief discussion regarding some of the pictures and activities as presented in the Board Informational Packet.

Statistics: Sara noted that circulation increases at some of the branches may be due to the increased activities for March and April. She also mentioned that the Summer Reading Kick-off will be held at the Carnegie Branch on June 11 and will hopefully bring back some of the people who may still be going to other branches due to the "down" time during the Michigan Avenue construction project.

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: Sara recently met with representatives from the Anchor Initiative and had a tour of the building and discussions regarding services offered there.

Heather Albee-Scott commented that she is really impressed with all that the library does in and for the community.

Old Business:

Woodlands Library Cooperative: Heather Albee-Scott reported that issues discussed at the Woodlands meeting included State Aid remaining the same, Kate Pohjola Andrade attended the PLA conference in Denver and the budget report.

Friends of the Jackson District Library: Jean Dailey reported that the Friends were planning to have a book sale in conjunction with Cruise Night on Friday, May 27th. They are working with Donna Smith to design and order a banner to use for their events. Many of the Friends' members volunteered at The Young Poets Contest Awards Ceremony and Jackson Storyfest.

Community Breakfast: Sara reported that we had a very good turnout for the 3rd Annual Community Breakfast held during National Library Week at the Ella Sharp Museum Community Room. Darrell welcomed everyone to the event and speakers included State Librarian Randy Riley, Ken Toll with United Way, Chad Noble from Allegiance Health Foundation, and Barbara Baird-Pauli from Jackson High School. Staff members from the Community Engagement Strategic Planning Action Team and Adult Outreach Services acted as hosts.

Young Poets Contest: The Young Poets Contest Awards Ceremony was held on Tuesday, April 19th at the Middle School at Parkside. Jean Dailey thanked Darrell, Heather and numerous staff members for their help with this event. There were over 300 people in attendance including forty-six of the student award winners. The board thanked Jean for all her work with this successful program.

Jackson Storyfest: Approximately 15,500 students and adults participated in the 2016 Jackson Storyfest. Information on the event including the school schedule and public performance program was included in the board informational packet. Jean Dailey thanked the board and staff for all their support and assistance with Storyfest which is now a library program. Jean also requested board approval for a grant application in the amount of \$15,000 to be submitted to the Michigan Council for Arts and Cultural Affairs (MCACA) for funding support for the 30th Annual Jackson Storyfest in 2017. This will be discussed during the New Business portion of the meeting.

Summer Reading Program Kick-Off: The annual Summer Reading Program Kick-off will be held on Saturday, June 11th at the Carnegie Library. Theresa Runyan indicated that if any of the board members would like to help with this event, that there were still opportunities available. Both Darrell and Heather are planning to volunteer.

Other: There was no other old business.

New Business:

2015 Audit Report: Moved by Heather Albee-Scott, supported by David Zuleski, that the completed audit of the 2015 Financial Statements be approved as presented by Scott McLane, Markowski & Company. Motion carried unanimously.

Millage Proposal: Sara reported that we have not yet received the ballot language from the attorney to be able to pass the official resolution. This item will be tabled until the next JDL Board Meeting.

JDL Policy II.15: Young Adult Library Policy: Sara explained that currently Young Adults age fifteen and above may receive a library card without a parent or guardian present by showing a Driver's License, Learner's Permit or State I.D. In the event they do not have any of those, they may apply for a temporary card by showing a current School Photo I.D. Using the temporary card, the young adult patron can check out one item and/or access the public computer. A letter is then sent to the patron and upon the return of the letter to the library; a library card is issued. The library also mails notification to their parents/guardians informing them that a library card has been issued and highlighting their responsibility in their young adult's use of the library. As this is basically a contract, it is recommended that the policy be rescinded immediately as minors are not able to enter into contracts. Moved by Jackie Barber, supported by Heather Albee-Scott, to rescind JDL Policy II.15: Young Adult Library Policy, per the advice of legal counsel. Motion carried unanimously.

Jackson Public Schools Library Staffing Services Agreement: Sara updated the board on extending this partnership agreement.

City of Jackson Parking Lot Contract: Sara reported that JDL has begun the process of renewing the agreement with the City of Jackson for another year in regards to the use of the parking lot located on the Northeast corner of Blackstone Street and West Michigan Avenue.

Grant Application for Storyfest to the Michigan Council for Arts and Cultural Affairs (MCACA): Moved by Heather Albee-Scott, supported by Beverley McGill, that the JDL Board of Trustees approve the application for a project support grant from the Michigan Council for Arts and Cultural Affairs (MCACA), to assist with the funding of Jackson Storyfest 2017. Motion carried unanimously.

Other: There was no other new business.

Communications: Communications were included in the packet.

Trustee Comments: Heather Albee-Scott noted that she understands that all of the Trustees are busy; however, she would like to challenge all of the board members to pick out an activity/program or two each month to attend. Darrell Durham felt that this is a great idea. He tries to get to as many activities as he can at different branches.

Moved by Heather Albee-Scott, supported by David Zuleski, that the meeting be adjourned at 7:00 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)