



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
AUGUST 25, 2016
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

Vice-President Heather Albee-Scott called the meeting to order at 6:00 p.m.

ROLL CALL:

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

Board Members Absent: Darrell J. Durham (Excused), David Zuleski

Director: Sara Tackett

Staff Present: Vicki Baldwin, Liz Breed, Jean Dailey, Andy Lane, Donna Smith, Mike Way, and Danah Wayne.

Others Present: Tim Lindley. Public attendance sign-in sheet attached to official minutes.

Consent Calendar: Moved by Ted Kolman, supported by Beverley McGill, that the consent calendar be approved as presented, inclusive of the minutes of the Rescheduled Regular Meeting of July 14, 2016, as well as the Gifts and Donations and Personnel Actions for July 2016. It was noted that a correction for a hire date needed to be made on the Personnel Actions report. Motion carried unanimously.

Public Comment: The meeting was opened for public comment. Tim Lindley who is an I.T. Specialist with Willis Information Technologies, father of four homeschoolers and a Hanover resident introduced himself to the board. Tim stated that he is thrilled to support JDL in any way that he can. He recently was appointed to the Hanover Village Council and at his first meeting last month introduced a “hypothetical” discussion regarding cash flow, purchase of a vacant building and the possibility of moving the Hanover Branch Library to that location. The *Brooklyn Exponent* reported on this discussion in their paper and he wanted to apologize for any miscommunication and the role he played in this situation.

There were no other public comments.

Special Announcements/Presentations: Sara introduced Elizabeth (Liz) Breed as JDL’s new Assistant Director for Public Services. Liz shared that she had been “on the job” for about a month and is keeping very busy. She has fourteen years of experience in public libraries and has held various positions with Capital Area District Library and Kent District Library. Her goal is to visit each branch every month and, in fact, worked a couple of hours today at the Meijer Branch.

Current Bills: Moved by Ted Kolman, supported by Jackie Barber, to approve the current bills for June and July 2016 as presented. Motion carried unanimously.

Financial Reports: Moved by Ted Kolman, supported by Jackie Barber, to approve the current financial reports for June and July 2016 as presented. Vicki Baldwin noted that

there were three pay periods in July which is why the Salary and Wages line is higher than usual. Motion carried unanimously.

Committee Reports:

Facilities Committee: Jackie Barber reviewed the minutes of the Facilities Committee held on August 3, 2016 which were in the packet. Mike reported that he had received another bid on the retaining wall behind the Administration building. Ted requested that a five-year plan for facilities' maintenance be presented to the board at a future meeting.

Finance Committee: The Finance Committee did not meet this month.

Personnel Committee: Heather Albee-Scott updated the Board on the topics discussed at the last two Personnel Committee meetings as presented in the minutes that were included in the informational packet.

Director's Report and Activities: Sara Tackett highlighted a number of the activities and programs that occurred at various branches throughout the library district during July. Special events with Pokemon Go are being planned and the Summer Reading Kick-Off was a success.

The statistic reports for July were reviewed and discussed.

Sara announced that an Advocacy Committee for the millage had been formed and that anyone who was interested could attend their meeting on August 31st at 5:30 p.m. to be held at Biggy Coffee on East Michigan Avenue.

Old Business:

Woodlands Library Cooperative: Heather Albee-Scott reported that the Cooperative had met in July and that she attended the meeting via phone. Dewitt Library has recently joined the cooperative. They also discussed State Aid which will remain the same.

Friends of the Jackson District Library: Jean Dailey reported that the Friends had discussed their successful book sales held on Cruise Nights, the reorganization of their book storage/sorting areas, the Annual Dinner to be held October 25th, 6 p.m. at the Meijer Branch and their new banners that Donna Smith designed for them.

Other: There was no other old business.

New Business:

Fines and Fees Schedule: Moved by Jackie Barber, supported by Beverley McGill, to approve the proposed Fines and Fees Schedule. Motion carried unanimously.

Woodlands Library Cooperative Representative: Heather Albee-Scott has been JDL's representative to the Woodlands Library Cooperative Board for four years and the term has expired. She is not able to continue to serve as the representative. Board members were asked if they would be willing or could recommend someone to take this important position.

Moved by Jackie Barber, supported by Ted Kolman, to table the appointment of JDL's representative to the Woodlands Library Cooperative Board until the September 22, 2016 JDL Board meeting. Motion carried unanimously.

Closed Session – Labor Agreement: Moved by Ted Kolman, supported by Jackie Barber, to adjourn into Closed Session for the purpose of discussing the Labor Agreement. Motion carried unanimously. Meeting adjourned into closed session at 6:25 p.m.

Moved by Ted Kolman, supported by Jackie Barber, to return to Open Session at 6:36 p.m. Motion carried unanimously.

Labor Agreement: Collective bargaining has resulted in ratification by the Teamsters of the 2016-2019 labor agreement. Moved by Ted Kolman, supported by Elli Blonde, to ratify the 2016-2019 labor agreement with the Teamsters. Roll call vote: Albee-Scott – Yes; Barber – Yes; Blonde – Yes, Kolman – Yes, McGill – Yes. Motion declared unanimous.

Other: There was no other new business.

Communications: Communications were included in the packet.

Trustee Comments: Heather Albee-Scott noted how great it was to see Youth Services staff at the Open Houses at all the schools.

Moved by Ted Kolman, supported by Jackie Barber, that the meeting be adjourned at 6:40 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)