



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
DECEMBER 15, 2016
CARNEGIE LIBRARY, CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE.,
JACKSON, MI**

President Darrell Durham called the meeting to order at 6:10 p.m. following the 2017 Budget Hearing.

ROLL CALL:

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

Board Members Absent: Elli Blonde, David Zuleski

Director: Sara Tackett

Staff Present: Vicki Baldwin, Liz Breed, Lorraine Butchart, Jean Dailey, Andy Lane, Ann Neff-Rohs, Donna Smith, Mike Way and Danah Wayne

Others Present: None. Public attendance sign-in sheet attached to official minutes.

Consent Calendar: Moved by Ted Kolman, supported by Heather Albee-Scott, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of October 27, 2016, and the Gifts and Donations and Personnel Actions for October and November, 2016. Motion carried unanimously.

Public Comment: Liz Breed introduced Ann Neff-Rohs, the new Branch Manager at the Eastern Branch Library. Ann has served as JDL's Cataloger for the past six years, and previously was the Adult Librarian and Cataloger at the Charlotte Community Library. The Board welcomed Ann to her new position. There were no other public comments.

Special Announcements/Presentations: Jackie Merritt, Parma and Springport Branch Manager, is not able to attend tonight's meeting to present information on the branches due to vehicle problems. She will be rescheduled to present at an upcoming meeting.

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

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

Committee Reports:

Facilities Committee: The Facilities Committee did not meet in December.

Finance Committee: Ted Kolman reviewed the minutes from the December 15, 2016 Finance Committee meeting which included discussion on the proposed 2017 Budget. The committee recommends adoption of the proposed 2017 budget.

Personnel Committee: The Personnel Committee did not meet in December 2016.

Director's Report and Activities: Sara highlighted activities at all the branches for October and November as presented in the Board informational packet. Currently, all of our branches are busy with their holiday programs and plans for special programming during the schools' break.

A special event featuring art and wine was held at the Carnegie Branch on December 9th. It was a lovely evening and very well attended. People in attendance were very impressed with the JDL art collection and the Carnegie building. A special Thank You to Karen Jo White for pulling this event together.

Statistics: Circulation numbers, computer usage and patron visits continue to increase.

Old Business:

Woodlands Library Cooperative: The report on the Woodlands Library Cooperative meeting from Liz Raduazo, our new JDL representative, was included in the Board informational packet.

Friends of the Jackson District Library: Sara reported that the Friends have been busy with the Holiday Open House Bake, Hot Dog and Book Sales along with their annual membership drive. They have a new treasurer, Laurie Huff, who works for the City of Jackson and is currently on maternity leave.

Holiday Dessert Tea/2016 Friend of the Year Award: The Holiday Dessert Tea attracted approximately 85 Friends who enjoyed the excellent desserts provided by Memorable Creations. Avis Campbell was awarded the 2016 Friend of the Year, and eight other nominees from various branches were also recognized. In addition, the leadership of the citizens' millage committee were presented certificates in recognition of their hard work and dedication to JDL.

Trustee Alliance Membership with Friends of Michigan Libraries: Jean Dailey will be sending in the membership information for the JDL Board to join the Trustee Alliance of the Friends of Michigan Libraries. The Board needs to designate which trustee will serve as their primary contact for this organization. Heather Albee-Scott volunteered to serve in this capacity, and Jean will be the backup contact person.

Other: There was no other Old Business.

New Business:

Approval of 2017 Budget: The proposed 2017 Budget was presented during the Public Budget Hearing preceding this meeting. There were no other questions regarding the budget. Moved by Ted Kolman, supported by Heather Albee-Scott, that the proposed 2017 budget be approved as presented at the Budget Hearing and recommended by the finance committee. Motion carried unanimously.

2016 Budget Adjustments: Sara Tackett gave an overview of the recommended 2016 budget adjustments as presented in the 2017 Proposed Budget document with budget line items to be adjusted presented in bold type. Moved by Ted Kolman, supported by Heather Albee-Scott, to accept adjustments to the 2016 Budget as presented. Motion carried unanimously.

2017 Holidays: Moved by Heather Albee-Scott, supported by Ted Kolman, that the Jackson District Library be closed to observe the 2017 holidays as presented, and eligible employees will

receive payment for these as well as one floating holiday according to policy. Motion carried unanimously.

2017 Board Meeting Dates: Moved by Jackie Barber, supported by Bev McGill, to approve the 2017 Board Meeting Dates as presented. Motion carried unanimously.

EMC Computer System: Andy Lane presented information regarding the EMC Computer System. Moved by Bev McGill, supported by Jackie Barber, to approve the funding for this backup computer service system. Motion carried unanimously.

Board Resolution Statement of Assurances for LSTA Grant: Moved by Heather Albee-Scott, supported by Bev McGill, that the JDL Board approve the Resolution Statement of Assurances for the LSTA Grant Application for Project BRIDGE (Building Relationships In Diverse Generational Experiences). Motion carried unanimously.

Staff Celebration Dinner: Sara reported that the annual staff dinner will be held during National Library Week in April 2017.

Other: There was no other New Business.

Communications: Communications were included in the board informational packet.

Trustee Comments: Darrell Durham noted that he would be stepping down as President of the JDL Board of Trustees. He has enjoyed holding this position for the past five years and appreciates all the support received from staff and Board members.

Heather Albee-Scott thanked Darrell for his years of service as President and looks forward to continue working with him as he continues on the Board as a Trustee. The other Board members echoed her sentiments.

Moved by Ted Kolman, supported by Jackie Barber, that the meeting be adjourned at 6:42 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)