



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
JANUARY 26, 2017
CARNEGIE LIBRARY, CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE.,
JACKSON, MI**

President Heather Albee-Scott called the meeting to order at 6:12 p.m. following the 2017 Annual Meeting.

ROLL CALL:

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

Board Members Absent: David Zuleski

Director: Sara Tackett

Staff Present: Vicki Baldwin, Liz Breed, Jean Dailey, Andy Lane, Anna Merritt, Dawn Iocca, Donna Smith, Michael Way and Danah Wayne.

Others Present: None. 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 Public Hearing and Regular Meeting of December 15, 2016, and the Gifts and Donations and Personnel Actions for December, 2016. The board members made note of all the gifts and donations that had been received in December. Motion carried unanimously.

Public Comment: Donna Smith introduced Anna Merritt, the new Marketing Assistant. Anna has served as JDL's Meijer Branch Digital Services Technician for three years. She wrote, produced and directed JDL's Social Media Video which the Board saw at their last meeting. The Board welcomed Anna to her new position.

There were no other public comments.

Special Announcements/Presentations: Dawn Iocca, Spring Arbor Branch Manager, presented information about the staff and programs at the Spring Arbor Branch. Highlighted programs and activities included the National Teen Lock-in, Butterfly Exhibit, Double Feature Movies in Harmony Park as part of the Outside the Lines event, Wine Tasting, Homeschooling Book Club, Juvenile Outreach with local schools and the new Teen Advisory Board. The branch is busy all the time as reflected in their Circulation numbers which keeps increasing. The board thanked Dawn and her staff for all their efforts.

Current Bills: The current bills were presented and reviewed. It was noted that December had been a three pay period month so the Salaries line was higher than usual. There were no further questions. Moved by Jackie Barber, supported by Elli Blonde, to approve the current bills for December 2016 as presented. Motion carried unanimously.

Financial Reports: The current financial statements were presented and reviewed. There were some questions regarding the figures that need to be adjusted. Vicki noted that the audit is tentatively scheduled for April this year. Moved by Darrell Durham, supported by Elli Blonde, to

approve the current financial reports for December 2016 as presented. Roll Call Vote: Albee-Scott – Yes, Barber – Yes, Blonde – Yes, Durham – Yes; Kolman – No, McGill – Yes. Motion carried by a vote of 5 Yes, 1 No.

Committee Reports: None of the committees have met since the December board meeting so there were no Committee Report.

Director's Report and Activities: Sara highlighted activities at all the branches for December as presented in the Board informational packet. She also noted that the Carnegie Auditorium had been painted and that there was new carpeting.

The Gifts and Memorial Report included a check from a patron of the Concord branch who is interested in supporting remodeling of the upper level. There is concern about the balcony and plans have been drafted to address the situation. Mike is currently compiling information on needed repairs and costs. Sara also mentioned that Concord High School students would like to use the library for their Prom in early May.

Statistics: Circulation numbers, computer usage and patron visits all increased in 2016.

Strategic Plan: The Administrative Team and representatives from each of the Strategic Planning Action Teams met and reviewed all the goals, objectives and action plans which have been developed by each team over the past eighteen months. The Administrative Team will be reviewing all the information and Sara will be presenting a cohesive plan at a future board meeting.

Old Business:

Woodlands Library Cooperative: The report on the Woodlands Library Cooperative meeting from Liz Raduazo, will be included in the next Board informational packet. Sara reported that the meeting was held at the Meijer Branch on January 19, 2017, and included a tour of the Digital Studio and presentation of JDL's Social Media video courtesy of Anna Merritt.

Friends of the Jackson District Library: Sara reported that the Friends have been busy and are in the process of planning activities for 2017.

Other: There was no other Old Business.

New Business:

2017 Mileage Rates: Information on the 2017 mileage rates was included in the board informational packet.

2016 Budget Adjustments: Sara Tackett and Vicki Baldwin gave an overview of the recommended 2016 budget adjustments as presented in the Financial Report. Vicki noted that JDL would be receiving a \$41,000 refund from the Parma Village LDFA as they did not use the funds that had been captured. There were numerous other line items in both the revenues and expenses that will need to be adjusted as JDL has to maintain a balanced budget and cannot go over budget on any line item. If that happens, the Auditor is required to report the occurrence to the State of Michigan. Moved by Darrell Durham, supported by Elli Blonde, to accept adjustments to the 2016 Budget as presented. Roll Call Vote: Albee-Scott – Yes, Barber – Yes, Blonde – Yes, Durham – Yes; Kolman – No, McGill – Yes. Motion carried by a vote of 5 Yes, 1 No.

Other: Sara distributed a copy of the lease renewal for the Parma Branch and noted that we are in the process of reviewing all the leases we have for branches located in buildings that JDL does not own. The Parma lease is the same as previously except that the percentage for the utilities has increased as JDL is now the sole occupant of the building. Moved by Elli Blonde, supported by Darrell Durham, to renew the lease for the Parma Branch. Motion carried unanimously.

There was no other New Business.

Communications: Communications were included in the board informational packet. The board congratulated Jackie Barber on her reappointment to the JDL Board by the City of Jackson.

Trustee Comments: There were no trustee comments at this time.

Moved by Darrell Durham, supported by Ted Kolman, that the meeting be adjourned at 7:10 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)