



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
MAY 25, 2017
CARNEGIE LIBRARY, CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE.,
JACKSON, MI**

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

ROLL CALL:

Board Members Present: Heather Albee-Scott, Jacqueline L. Barber, Elli E. Blonde, Darrell J. Durham (arrived at 6:03 p.m.), Theodore R. Kolman and Beverley G. McGill

Board Members Absent: None

Director: Sara Tackett

Staff Present: Vicki Baldwin, Liz Breed, Lorraine Butchart, Jean Dailey, Erin Kurtz, Andy Lane, Donna Smith, Michael Way and Danah Wayne.

Others Present: Scott McLane. Public attendance sign-in sheet attached to official minutes.

Oath of Office: Heather Albee-Scott welcomed Monica Bouman to the Board. Monica was appointed by the City of Jackson to complete the term held by David Zuleski who resigned due to work responsibilities/scheduling conflicts. Monica took the oath of office as a new member of the Board of Trustees.

Commitment to Serve: Monica Bouman reviewed and signed her Commitment to Serve document for 2017.

Consent Calendar: Moved by Ted Kolman, supported by Elli Blonde, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of March 23, 2017, and the Gifts and Donations and Personnel Actions for March and April, 2017. Motion carried unanimously.

Public Comment: Liz Breed introduced Erin Kurtz who is the new Branch Manager at the Eastern Branch. Erin is a Jackson High School and Wayne State University graduate who has previously worked at the Eastern Branch, Kent District Library and Capital Area District Library. Erin stated that she is happy to be back in Jackson and noted that this year marks the 30th Anniversary of the opening of the Eastern Branch. They are planning a special event on June 16th to mark the occasion. The board members welcomed Erin.

There were no other public comments.

Special Announcements/Presentations:

2016 Audit Report: Scott McLane with Markowski and Company presented the 2016 Audit Report to the Board. He stated that JDL did very well this year. Scott also reviewed some changes that will take place next year with the new GASB rules. Overall, 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.

Hotspot Pilot Program: Andy Lane explained the Hotspot Pilot Program and led the board members in the process of going online by using their iPads and a Hotspot. Everyone was impressed with the ease of use and the program. Patrons are very excited and anxious for the program to begin on June 1st.

Andy stated that there are currently 140 holds for the 60 units that will be available. The board members thanked Andy and the staff for their work in getting this program going.

Current Bills: The current bills were presented and reviewed. Moved by Ted Kolman, supported by Jackie Barber, to approve the current bills for March and April 2017 as presented. Motion carried unanimously.

Financial Reports: The current financial statements were presented and reviewed. Moved by Elli Blonde, supported by Jackie Barber, to approve the current financial reports for March and April 2017 as presented. Motion carried unanimously.

Committee Reports:

Executive Committee: Heather Albee-Scott reported that the Executive Committee met on April 24, 2017 to review the Director's Evaluation and discuss goals. They also met with the Director to discuss the results, set goals and identify focus areas.

Finance Committee: Ted Kolman reviewed the minutes from the May 22, 2017 Finance Committee meeting which included discussion regarding the 2016 Audit Report, proposed 2017 Budget Adjustments, the Actuarial Evaluation for Post-Retiree Health Care Benefits and current finance reports. Ted stated that JDL is in "good shape".

Director's Report and Activities: Sara Tackett highlighted activities for March is Reading Month and April happenings including Spring Break, Harry Potter Week and National Library Week at all the branches as presented in the Board informational packet. She also noted:

- Project BRIDGE (funded through the two-year \$150,000 LSTA grant) is getting started. We have contracted with Danielle Leithauser to coordinate this effort. The "Music & Memory" program in collaboration with Lloyd Ganton Retirement Centers and the Jackson Symphony Guild will be the first pilot program and is set to debut in June 2017.
- The John George Jr. Foundation has donated funds for a set of Leveled Readers for the Spring Arbor Branch.
- Sara and Liz Breed met with Representatives Roberts and Alexander for a special presentation at the Meijer Branch in April. MLA Executive Director, Gail Madziar, presented Representative Roberts with a plaque for his support of library funding in Michigan.
- The Baker Tea in April was well attended and Sara thanked Heather and Monica for representing JDL with their participation at this event.
- Sara and Liz attended the recent Community Forum featuring Jackson City Manager, Pat Burtch, who presented the latest plans for the downtown redevelopment and construction updates.
- Sara and Mike Way are continuing to research the lease for the Napoleon Branch and will have more information at an upcoming Board Meeting.

Statistics: Circulation numbers, computer usage and patron visits were reviewed. Sara noted that we are still experiencing some difficulties with the digital reporting and that this issue should be resolved soon. Computer usage continues to increase and new cards remain steady.

Old Business:

Woodlands Library Cooperative: The report on the Woodlands Library Cooperative meeting on May 18th from Liz Raduazo will be included in the next Board informational packet.

Friends of the Jackson District Library: Heather reported that the group was pleased with the results of the April Book Sale and will be having a small sale at the May Cruise Night tomorrow evening. The Master Gardeners planted flowers today at the Administration Building and Carnegie Library.

Young Poets Contest: Jean Dailey reported that 325 adults and children attended the Awards Ceremony for the Young Poets Contest and thanked Heather and Elli for assisting with the presentation of awards. Guest Poet Lisa Wheeler presented to approximately 1375 students and adults at 9 school sessions, Family Night, Awards Ceremony and Breakfast Rotary Club during her three day visit from May 15-17th. She was great to work with and had a different presentation for each grade level.

Jackson Storyfest: There was wonderful response for Jackson Storyfest held from Wednesday, May 3rd through Saturday, May 6th. Information regarding the performances and school sessions were included in the Board Informational Packet along with the schedules and the program attendance numbers. This year's event (the 30th Annual) reached a total of 16,414 individuals which included 14,671 students from Preschool through College-Age. It was a great event and evaluations from educators and tellers are in the process of being returned. We are considering moving Storyfest to October for scheduling purposes. The State required assessment tests are now being given in the spring and the make-up dates fall during the traditional Storyfest times. There were conflicts this year with last minute changes for schools and grade levels.

Summer Reading Program: Sara reminded the board that the "Super Summer Spectacular" kick-off for this year's Summer Reading Program will take place at all branches (except Napoleon which is closed on Saturdays) on Saturday, June 10th from 11:00 a.m. to 1:00 p.m.

Other: Sara reported that JDL was participating again this year with the free summer lunch program at the Carnegie Library every week day. Also, the Eastern Branch will have free lunch available on Thursdays during the summer.

There was no other Old Business.

New Business:

2016 Audit Report: Moved by Ted Kolman, supported by Elli Blonde, that the completed audit of the 2016 Financial Statements be approved as presented by Scott McLane, Markowski & Company. Roll Call Vote: Albee-Scott – Yes, Barber – Yes, Blonde – Yes, Bouman – Yes, Durham – Yes, Kolman – Yes, McGill – Yes. Motion carried unanimously.

2017 Budget Adjustments: Moved by Ted Kolman, supported by Jackie Barber, to accept the budget adjustments to the line items as presented. Roll Call Vote: Albee-Scott – Yes, Barber – Yes, Blonde – Yes, Bouman – Yes, Durham – Yes, Kolman – Yes, McGill - Yes. Motion carried unanimously. (Note: Members requested that the prior year budget figures be presented with proposed budget adjustments in the future.)

Fines and Fee Schedule: Sara noted that the proposed change to the Fines and Fees Schedule was the addition of the Hotspots effective June 1, 2017. Moved by Elli Blond, supported by Jackie Barber to approve the Fines and Fee Schedule as presented. Motion carried unanimously.

Jackson Area Transportation Authority Fuel and Bus Wash Agreement. Sara informed the board that this annual agreement for fuel and vehicle wash had been signed. There was no cost increase for services.

Closed Session (to consider the Director's Personnel Evaluation) – Sara Tackett requested the board meet in closed session to review her evaluation. Moved by Darrell Durham, supported by Ted Kolman, to adjourn into Closed Session for the purpose of discussing the Director's Personnel Evaluation. Roll Call Vote: Albee-Scott – Yes, Barber – Yes, Blonde – Yes, Bouman – Yes, Durham – Yes, Kolman – Yes, McGill - Yes. Motion carried unanimously. Meeting adjourned into closed session at 7:20 p.m.

Moved by Darrell Durham, supported by Elli Blonde, to return to Open Session at 8:09 p.m. Roll Call Vote: Albee-Scott – Yes, Barber – Yes, Blonde – Yes, Bouman – Yes, Durham – Yes, Kolman – Yes, McGill - Yes. Motion carried unanimously.

Director's Evaluation – The Executive Committee recommends the approval of the Director's Evaluation as discussed in Closed Session. Moved by Elli Blonde, supported by Bev McGill, to accept the recommendation of the Executive Committee to approve the Director's Evaluation as presented and discussed. Roll Call Vote: Albee-Scott – Yes, Barber – Yes, Blonde – Yes, Bouman – Yes, Durham – Yes, Kolman – Yes, McGill - Yes. Motion carried unanimously.

Other: Sara requested that the Board approve the Michigan Council for Arts and Cultural Affairs (MCACA) Assurances to apply for grant funding for Jackson Storyfest if the decision is made to continue the event in May 2018. If Jackson Storyfest is scheduled for May 2018, the deadline to apply for this grant is next Thursday, June 1, 2017. However, if the event is moved to October, 2018, the deadline for applications would be June 1, 2018. Moved by Darrell Durham, supported by Elli Blonde that the JDL Board of Trustees approve the application for a project support grant from the Michigan Council for Arts and Cultural Affairs to assist with the funding of Jackson Storyfest 2018 if the event is scheduled for May 2018. Motion carried unanimously.

There was no other New Business.

Communications: Communications were included in the Board Informational Packet. The Board members welcomed and congratulated Monica Bouman on her appointment to the JDL Board of Trustees.

Trustee Comments: Heather Albee-Scott thanked the board members for their time spent in serving on the Library Board remarking that it was great to have perfect attendance at the meetings.

There were no other trustee comments at this time.

Moved by Darrell Durham, supported by Elli Blonde, that the meeting be adjourned at 8:13 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)