



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES JULY 27, 2017

CARNEGIE LIBRARY, CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVENUE, 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, Monica Bouman, and Theodore R. Kolman

Board Members Absent: Darrell J. Durham (Excused), Beverley G. McGill (Excused)

Director: Sara Tackett

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

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

Consent Calendar: Moved by Elli Blonde, supported by Monica Bouman to add "Update from the City of Jackson" to the agenda prior to Public Comments. Motion carried unanimously.

Moved by Ted Kolman, supported by Elli Blonde, that the consent calendar be approved as amended, inclusive of the minutes of the Regular Meeting of May 25, 2017, the minutes of the Study Session of July 13, 2007, and Gifts and Donations and Personnel Actions for May and June, 2017. Motion carried unanimously.

Update from the City of Jackson: 5th Ward Councilmember, Andrew Frounfelker, addressed the board on behalf of City Manager, Patrick Burtch in regards to the proposed Parking Deck as presented at the July 13, 2017 JDL Board Study Session. Mr. Frounfelker indicated that they realized they do not need the Administration Building and requested that the board make a decision prior to the City Council Special Meeting on August 3, 2017 as to Option 2 of the development plan. This option is to sell the library property (parking lot) starting 10 feet behind the Administration Building to the City of Jackson for a \$1.00 plus grant JDL the right to lease parking spaces in the proposed Parking Deck. Upon questioning by the board members, Mr. Frounfelker indicated that they need at the minimum a decision from the JDL Board that JDL is willing to commit to the project with details to be worked out.

Public Comment: The board received written comments from Bruce Rockwell, Susan Murdie and Judy Gail Krasnow opposing the sale and demolition of the Administration Building. These comments were read into the minutes and are attached to the official copy of the July 27, 2017 meeting minutes of the Jackson District Library Board of Trustees. There were no other public comments.

Special Announcements/Presentations:

Concord and Hanover Branch Reports: Tammy Dotson, Branch Manager of both the Concord and Hanover Branches updated the board on the programs and activities offered at these two branches. They have excellent relationships with the schools and community organizations in both locations and collaborate with them for program presentations and activities. Both branches will host a Book Walk during the Outside the Lines program in September as they were very successful last year. Concord will also be hosting a special teen program – Be a Change Maker – during September. Hanover has been undergoing some redecorating which includes photos from the Historical Society that have been enlarged and are now hung in the branch. The board thanked Tammy and the staff at both branches for their dedication to providing excellent services in their communities.

Project BRIDGE: Due to scheduling conflicts, this presentation will be moved to the September 28, 2017 meeting.

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

Financial Reports: The current financial statements were presented and reviewed. Moved by Ted Kolman, supported by Monica Bouman, to approve the current financial reports for May and June 2017 as presented. Motion carried unanimously.

Committee Reports:

Executive Committee: Heather Albee-Scott reported that the Executive Committee met on June 8, 2017 and discussed the strategic planning efforts, board training, tax capture and parking issues. They also met with the Director on July 19, 2017 to discuss the City of Jackson Parking Deck Proposal and Board Procedure Compliance.

Finance Committee: Ted Kolman reviewed the minutes from the July 24, 2017 Finance Committee meeting which included discussion regarding Tax Captures, a stock donation for the Concord Branch Balcony renovation, the 2016 MERS Annual Actuarial Evaluation and financial reports.

Director's Report and Activities: Sara Tackett highlighted activities at all the branches as presented in the Board informational packet. She also noted:

- It was decided not to apply for a MCACA grant for Storyfest this year based on event scheduling and grant timelines.
- Sara, Jean and Danielle Leithauser met with representatives from the Library of Michigan and the Institute of Museum and Library Services this morning regarding Project BRIDGE. The representatives from the two granting agencies were very impressed with the progress that has already occurred with this project and offered their support to assist in any way they could to promote these programs.
- The response to the Hot Spots has been overwhelming. There are currently 195 holds for the 60 devices in the collection. Andy reports that the usage on each device during the month of June would be equivalent to a \$65.00 per month plan if an individual had to purchase this service themselves.

Statistics: Circulation numbers, computer usage and patron visits were reviewed. Sara noted that the digital content numbers are catching up after the difficulties previously encountered with the digital reporting. 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 was included in the Board informational packet.

Friends of the Jackson District Library: The Friends of the JDL Annual Dinner and Meeting will be held October 17, 2017 at the Meijer Branch Library. They didn't have a July meeting but will be continuing their book sales on Cruise Nights and will meet again on August 14th.

Closed Session – Real Estate Transaction: Moved by Elli Blonde, supported by Jackie Barber to remove this topic from the agenda as more information was needed for further consideration of this issue. Motion carried unanimously.

City of Jackson Parking Deck Plan: There was general consensus among the board members that more information was needed to be able to make a decision on the proposal for a parking deck to be constructed by the library in the area of the JDL parking lot and Administration Building. Moved by Ted Kolman,

supported by Elli Blonde, to agree to continue to negotiate with the City of Jackson upon getting more information on the Proposed Parking Structure Plan. Motion carried unanimously.

Napoleon Branch Lease Renewal: Sara presented the lease renewal for the Napoleon Branch. This is the same agreement that has been in effect and includes a five year extension. Moved by Monica Bouman, supported by Elli Blonde, to approve the lease renewal for the Napoleon Branch. Motion carried unanimously.

Tax Capture Opt Out: Moved by Elli Blonde, supported by Ted Kolman, to table this item at this time. Motion carried unanimously.

Other: There was no other Old Business.

New Business:

Materials Selection Policy: Sara reviewed the policy regarding JDL's collections and noted that it was condensed from the previous format to be presented in a more efficient and updated manner. Moved by Elli Blonde, supported by Monica Bouman, to approve the Materials Selection Policy as presented. Motion carried unanimously.

Resolution for LDL Financial: Moved by Monica Bouman, supported by Jackie Barber, to appoint Vicki Baldwin, Finance Manager, as the authorized official to buy, sell, assign and endorse for transfer, certificates representing stocks, bonds or other securities now registered in the name of Jackson District Library in regards to these transactions with LPL Financial. Motion carried unanimously.

MERS Annual Conference Delegates: Moved by Elli Blonde, supported by Monica Bouman, that the Jackson District Library Board of Trustees appoint Danah Wayne to serve as the officer delegate at the 2017 MERS Annual Conference and that this appointment be certified by signature of the President of the Jackson District Library Board of Trustees or Director of the Jackson District Library. Motion carried unanimously.

Other: There was no other New Business.

Communications: Communications were included in the Board Informational Packet. There were many nice notes and/or letters thanking JDL for the receipt of computers. Sara explained that JDL works with the NonProfit Network to recycle our used computers to other non-profit agencies.

Trustee Comments: Ted Kolman noted that major expenses for the Administration Building were taken care of over the past 4-5 years with a new boiler, roof, etc. Heather Albee-Scott thanked everyone for their support and love of the library. There were no other trustee comments at this time.

Moved by Elli Blonde, supported by Monica Bouman, that the meeting be adjourned at 7:10 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)