



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 16, 2017
MEIJER BRANCH LIBRARY, COMMUNITY ROOM, 2699 AIRPORT ROAD, 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, Theodore R. Kolman, Beverley G. McGill and Anthony F. Raduazo

Board Members Absent: none

Director: Sara Tackett

Staff Present: Vicki Baldwin, Liz Breed, Lorraine Butchart, Jean Dailey, Andy Lane, Mike Way, Danah Wayne and Sue Weible.

Others Present: Brendon Beer, Patrick Burtch. Public attendance sign-in sheet attached to official minutes.

Consent Calendar: Moved by Tony Raduazo, supported by Ted Kolman, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of September 28, 2017, Gifts and Donations for September and October 2017 and Personnel Actions for September and October 2017. Motion carried unanimously.

Public Comment: There were no public comments.

Special Announcements/Presentations:

Summer Reading Program: Lucy Wines, Youth Services Coordinator, presented information regarding the 2017 Summer Reading Program. This year's six week program featured 277 presentations/programs held at the thirteen branches with excellent participation. Online badges were well received and the board enjoyed numerous pictures of the activities. The board thanked Lucy for her report and the staff for their hard work.

Grass Lake Branch Report: Sue Weible, Grass Lake Branch Manager, updated the board on activities and programs at the Grass Lake Branch. Sue noted that the branch is very busy and enjoys lots of community support. They focus a lot of the programming on healthy lifestyles and historical reflections. In addition, they collaborate with community organizations including the senior center, local history museums and the schools. Sue also announced that the Village of Grass Lake will be replacing the outside ramp next spring. The board thanked Sue for her report.

Current Bills: The current bills were presented and reviewed. Moved by Tony Raduazo, supported by Ted Kolman, to approve the current bills for September and October 2017 as presented. Motion carried unanimously.

Financial Reports: The current financial statements were presented and reviewed. Moved by Elli Blonde, supported by Ted Kolman, to approve the current financial reports for September and October 2017 as presented. Motion carried unanimously.

Committee Reports:

Executive Committee: Heather Albee-Scott reviewed the minutes from the Executive Committee meeting. Items included the Concord Branch renovation project starting in December, H.R. updates and the JDL Culture Survey scheduled for December.

Finance Committee: Ted Kolman reviewed the minutes from the Finance Committee meeting. The committee is recommending that CD's at Community Choice and funds currently at Fifth Third be transferred to accounts at Community National Bank (CNB). In addition, the committee also recommends that funds in excess of \$250,000 currently deposited at Flagstar Bank be transferred to CNB.

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

- Carnegie Library has become a Michigan Legal Center site with over 70 JDL staff receiving training to assist patrons in finding these resources.
- The JDL Image Guidelines (Dress Code) has been introduced to the staff. There has been a staff committee working on these guidelines over the past few months.
- The staff will be asked to participate in a Staff Engagement (Culture) Survey in December. This is a Gallup Q12 Survey that will produce a good baseline for staff satisfaction.
- Five employees received training in the Harwood Conversation method for community input.

Statistics: Circulation numbers, computer usage and patron visits were reviewed.

Old Business:

Woodlands Library Cooperative: The report from Liz Raduazo on the Woodlands Library Cooperative meeting being held this evening will be included in the next Board informational packet.

Friends of the Jackson District Library: The Friends of the JDL Annual Dinner and Meeting was held October 17, 2017 at the Meijer Branch Library. Sara noted this was the organization's 50th Annual Meeting. The Friends' will be working on their 2018 budget and are currently setting up for their Book/Bake Sale at the Holiday Open House tomorrow

Proposal from City of Jackson: The City and JDL have been continuing discussion/negotiations relating to the City's desire to build a parking deck behind the JDL Annex Building. The City presented JDL with a proposal with two options. Option 1 The City would purchase a portion of the property behind the JDL Annex Building (essentially the current parking lot) for \$1.00 in order to build a deck or Option 2 the City pays JDL \$1.00 for an easement over same section of property allowing the City to build a parking deck over the top of JDL's current parking lot. Moved by Elli Blonde, supported by Darrell Durham to reject both options of the City proposal at this time. There was general consensus that that Option 1 was a non-starter and there was not enough information to make a decision on Option 2. Roll Call Vote: Albee-Scott – Yes, Barber – Yes, Blonde – Yes, Durham – Yes, Kolman – Yes, McGill – Yes, and Raduazo – Yes. Motion carried unanimously. Several board members commented that they would be willing to continue to talk to the City to seek a solution as they are not opposed to the idea but feel a fiduciary responsibility to JDL patrons and taxpayers.

Other: There was no other Old Business.

New Business:

Banking and Investments: Moved by Ted Kolman, supported by Jackie Barber to accept the Finance Committee recommendation to transfer funds from Fifth Third, Community Choice and Flagstar Banks to County National Bank. Roll Call Vote: Albee-Scott – Yes, Barber – Yes, Blonde – Yes, Durham – Yes, Kolman – Yes, McGill – Yes, and Raduazo – Yes. Motion carried unanimously.

Fines and Fees Schedule: Sara provided information about the staff proposed changes to the Fines and Fees Schedule. Moved by Darrell Durham, supported by Jackie Barber, to approve the new Fines and Fees Schedule. Motion carried unanimously.

2018 Budget Discussion: Sara presented information regarding the JDL Priorities for 2018 and their impact on the proposed 2018 budget.

Other: There was no other New Business.

Communications: Communications were included in the Board Informational Packet.

Trustee Comments: Heather Albee-Scott thanked everyone for their input at tonight's meeting and reiterated the board's willingness to continue to work with the City of Jackson. There were no other trustee comments at this time.

Moved by Ted Kolman, supported by Tony Raduazo, that the meeting be adjourned at 7:20 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)