



## MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES

January 25, 2018

Carnegie Library, Claire Sergeant Auditorium, 244 W Michigan Ave, Jackson MI

President Elli Blonde called the meeting to order at 6:16 p.m.

### **ROLL CALL:**

**Board Members Present:** Heather Albee-Scott, Jacqueline L. Barber, Elli E. Blonde, Shane LaPorte, Beverley G. McGill and Anthony F. Raduazo

**Board Members Absent:** William Jors

**Director:** Sara Tackett

**Staff Present:** Vicki Baldwin, Liz Breed, Michael Askew, Mike Way, Danah Wayne and Erica Grimm.

**Others Present:** Brendon Beer, John Lerlet. Public attendance sign-in sheet attached to official minutes.

**Consent Calendar:** Moved by Tony Raduazo, supported by Shane LaPorte, that the consent calendar be approved as presented with the added Special Presentation of Erica Grimm, inclusive of the minutes of the Regular Meeting of December 21, 2017, the minutes of the Budget Hearing Meeting of December 21, 2017, Gifts and Donations for December 2017 and Personnel Actions for December 2017. Motion carried unanimously.

**Public Comment:** There were no public comments.

### **Special Announcements/Presentations:**

**Proclamations:** Proclamations to honor Darrell Durham and Ted Kolman for their service to the Jackson District Library and community of Jackson were presented.

**Brooklyn and Napoleon Branch Report:** Branch Manager Eric Grimm has been with JDL for 10 years and earned her MLIS while working for us. In May 2018 the Brooklyn Branch will be celebrating 20 years as a JDL location. Erica has worked to secure funding from MIS Cares to expand STEAM Programs for the community. The Board thanked Erica for her service to the community and JDL.

**Current Bills:** The current bills were presented and reviewed. Moved by Heather Albee-Scott, supported by Anthony Raduazo, to approve the current bills for December 2017 as presented. Motion carried unanimously.

**Financial Reports:** The current financial statements were presented and reviewed. Moved by Anthony Raduazo, supported by Jackie Barber, to approve the current financial reports for December 2017 as presented. Motion carried unanimously.

### **Committee Reports:**

#### **Personnel Committee**

The committee reviewed the Director's Evaluation process. Danah Wayne reviewed the change in rating from Blue Cross from a small group to a large group. The staff continues to work through the setup of the scheduling software attached to Kronos. The results of the employee engagement survey were reviewed and this information will be shared back to the staff in the coming months.

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

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 JDL Friends are working on a membership drive and Heather Albee-Scott encouraged all the Board members to become Friends. The spring Book Sale is being planned for April and the Friends Board is looking for a facilitator for strategic Planning.

Proposal from City of Jackson: Brendan Beer updated the Board on the negotiations and current proposal which allows for an easement over the parking lot behind the Administration Building to construct a parking deck. The Library will maintain ownership of the parking lot and be responsible for its needed improvements. Elli felt that this agreement will allow us to have a better parking option and the easements will provide proper clearance for the proposed walkway that would connect the deck to the Hayes Hotel property. Moved by Anthony Raduazo, supported by Heather Albee-Scott to approve this agreement. Albee-Scott—Yes, Barber—Yes, Blonde—Yes, LaPorte—Abstain, McGill—Yes, and Raduazo—Yes.

2018 JDL Holiday Schedule Revised: Sara Tackett thought there was agreement from the staff to the changes to the schedule presented in December but discovered that was not the case. The schedule is revised to remove Presidents' Day and put a Floating Holiday back on the schedule. Moved by Anthony Raduazo, supported by Jackie Barber to approve this change. Motion carried unanimously.

2018 Board Meeting Dates Update: At the Board's request, branch locations were selected for Board meetings for the months of March, May, July, September and November.

Other: There was no other Old Business.

**New Business:**

2018 Mileage Rate: The 2018 IRS rate of 54.5 cents was presented as the reimbursement amount for this year. Moved by Heather Albee-Scott, support by Shane LaPorte. Motion carried unanimously.

2017 Budget Adjustments: Staff asked to table this topic as they are still working on end of the year financials.

Extension of Director's Contract: In order to complete the Director's evaluation process, the Personnel Committee proposes extending her contract for 30 days until April 5, 2018. Moved by Anthony Raduazo, Supported by Beverley McGill. Motion carried unanimously.

Other: There was no other New Business.

**Communications:** Communications were included in the Board Informational Packet.

**Trustee Comments:** Heather Albee-Scott shared that her daughter is in Austria using the JDL download collection. Elli Blonde thanked Heather Albee-Scott for her leadership in the last year and looks forward to working with the board in 2018. Shane LaPorte thanked everyone for his welcome and looks forward to working with this great group. There were no other trustee comments at this time.

Moved by Shane LaPorte, supported by Tony Raduazo, that the meeting be adjourned at 7:05 p.m. Motion carried unanimously.

Respectfully submitted,

Anthony Raduazo  
Secretary/Treasurer

(Donna Smith, Recorder)