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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
THURSDAY, MARCH 22, 2018
Spring Arbor Senior Center, 122 Starr Rd., Spring Arbor, MI**

President Elli Blonde called the meeting to order at 6:00 p.m.

Roll Call

Board Members Present: Heather Albee-Scott, Jacqueline Barber, Elli Blonde, Bill Jors, Shane LaPorte, Beverley McGill, and Anthony Raduazo

Board Members Absent: None

Director: Sara Tackett

Staff Present: Vicki Baldwin, Liz Breed, Lorraine Butchart, Andy Lane, Penny Peterson Murray, Donna Smith, Danah Wayne

Others Present: Carol Mohlenhoff

Oath of Office: Elli Blonde welcomed Bill Jors, and he took the oath of office as a new member of the Board of Trustees.

Commitment to Serve: Bill Jors reviewed and signed the Commitment to Serve document for 2018.

Consent Calendar: Moved by Albee-Scott, supported by Raduazo, that the consent calendar be approved as presented, inclusive of the Minutes of the Annual and Regular Meetings of January 25, 2018, Gifts and Donations for January and February 2018, and Personnel Actions of January and February 2018. Motion carried unanimously.

Public Comment: Carol Mohlenhoff expressed concern regarding the auto-renewal system. She wants to see all the new books at our library (not online and not simply photos), and feels that auto-renewal has made much of the inventory not be viewable. In addition, she feels she/others should be able to opt out of auto-renewal. The Board agreed to take her thoughts under advisement.

Special Announcements/Presentations:

Spring Arbor Branch – Dawn Iocca, Spring Arbor Branch Manager, updated the Board on programs and activities offered at her branch. They include: Art Journaling class, Search & Rescue Dogs, National Teen Lock-in, Raising Monarchs, Movies in the Park, Outside the Lines—which includes exotic animals at two retirement/assisted living facilities, Storytime with a baby lamb, New Writers' Group, Stitchuations pillowcase creations, Visit with Cash the Therapy Dog, and a Junior Outreach program for grades Kindergarten through fifth.

Current Bills: The current unaudited bills were presented and reviewed. Moved by Raduazo, supported by LaPorte, to approve the current unaudited bills for January and February 2018 as presented. Motion carried unanimously.

Financial Reports: The current unaudited financial statements were presented and reviewed. Moved by Albee-Scott, supported by McGill, to approve the current unaudited financial reports for January and February. Motion carried unanimously.

Committee Reports:

Facilities Committee – Barber reviewed with the Board the committee minutes.

Finance Committee – Raduazo reviewed with the Board the committee minutes.

Personnel Committee – Albee-Scott reviewed with the Board the committee minutes.

Director's Report & Activities:

Tackett highlighted activities at all the branches as presented in the Board informational packet. She also noted plans for National Library Week programming, Friend(s) of the Year Spring Tea, and upcoming Young Poets' Contest and Awards Ceremony, inviting all Board Members. Brian Cleary (www.brianpcleary.com) is our poet this year, making numerous school visits. Our Brooklyn Branch is celebrating their 20th anniversary on Sat., May 19, at 1:00 p.m. Tackett indicated the Friends of the Jackson District Library have their Strategic Planning on Mon., June 11. Carnegie Branch is pleased to report no bedbugs are present in the building; the "bedbug dog" has visited, and fabric has been removed from all chairs and replaced with "non-bedbug-friendly" materials. All JDL staff members have completed Bridges out of Poverty training, and it helped all be more sensitive to issues of patron economic concerns. All managers have attended Crucial Conversation training, and Harwood Conversations are scheduled in the Concord community, along with the basic question of "What kind of community do you want to live in?" Overall, feedback regarding the new auto-renewal system has been positive.

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

Old Business

Woodlands Library Cooperative: Nothing to report.

Friends of the Jackson District Library: Albee-Scott and Blonde reported Strategic Planning Session will be held on Mon., June 11, and Book Sales are coming up at Carnegie, Eastern, and Meijer Branches if anyone wants to contribute or help.

Young Poets' Contest: Tackett reported notifications have gone to winners, the award ceremony is on Tue., April 17, and Blonde recommended all Board Members attend.

Jackson Storyfest: Tackett reported Storyfest has moved from spring to fall, which schools prefer, as too much required testing occurs in May. Rhonda Farrell-Butler is our Community Engagement Coordinator, taking over this project.

New Business

National Library Week: Tackett reported the theme is Embrace Leadership, and distributed a flyer for the activities planned April 8-14, 2018.

2017 Budget Adjustments: Moved by Raduazo, supported by Barber, that the 2017 Budget Adjustments be approved as presented. Motion carried unanimously.

Edson Towne Trust: Moved by Raduazo, supported by Albee-Scott, that the mutual funds donated by the Edson Towne Trust be sold. Motion carried unanimously.

Closed Session (to consider Director's Evaluation): Moved by Albee-Scott, supported by Raduazo, to go into closed session to discuss Director Sara Tackett's performance evaluation. Motion carried unanimously.

Return to Open Session: Moved by Albee-Scott, supported by Raduazo, to return to Open Session. Motion carried unanimously.

Director Evaluation: Moved by Albee-Scott, supported by Barber, to approve the Director's Evaluation. Motion carried unanimously.

Director Contract: Moved by Raduazo, supported by LaPorte, to approve the Director's Contract, With understanding of 1% annual contribution for 457 plan, 3% annual increase the first year retroactive to March 9 with negotiation for years two and three (October to December for Director's evaluation and contract renegotiation), and 180 day severance if terminated without cause with six months of pay, 60 day notice of non-renewal through the second and third year. Severance is awarded if terminated without cause. 60 days of notice is given if it is decided not to renew the contract. Motion carried unanimously to renew Tackett's contract until December 2020.

Communications: Communications were included in the Board Informational Packet.

Trustee Comments: None.

Moved by Raduazo, supported by Albee-Scott, that the meeting be adjourned at 8:07 p.m. Motion carried unanimously.

Respectfully submitted,



Anthony Raduazo
Secretary/Treasurer

(Penny Peterson Murray, Recorder)