



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**March 28, 2019**  
**SUMMIT BRANCH LIBRARY, 104 Bird Street**

President Elli Blonde called the meeting to order at 6:07 p.m.

**ROLL CALL:**

**Board Members Present:** Heather Albee-Scott, Jacqueline L. Barber, Elli E. Blonde, William Jors, Erik Lyman, Beverly G. McGill, Shane LaPorte

**Board Members Absent:**

**Director:** Sara Tackett

**Staff Present:** Jason Shoup, Danah Wayne, Vicki Baldwin, Mike Way, Will Forgrave, Sarah Hashimoto, Andy Lane, Danielle Leithauser

**Others Present:**

**Consent Calendar:** Moved by Heather Albee-Scott, supported by Beverly McGill, that the consent calendar be approved as presented, inclusive of the minutes of the Annual Meeting January 24, 2019, the regular Board Meeting January 24, 2019, the Special Meeting February 23, 2019 and the Study Session Notes from March 14, 2019. Also approved were the Gifts and Donations and the Personnel Actions from January and February 2019. Motion carried unanimously

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

**Special Announcements/Presentations:**

**Sarah Hashimoto**, Branch Manager, Summit – Presented an overview of the Summit Branch; one of our busiest branches per size; and pointed out the branch’s decorations for Star Wars Spring Break Week. Sarah shared Summit’s *March is Reading Month* activity; an art supply drive for the Lily Mission after school program. This is alongside Summit’s all-year-round needs personal pantry. Sarah has been running STEM programs at Dibble Elementary School, and recently presented the new Ozobots at DaVinci. Sarah shared a demo of the Ozobots with the Board.

**Danielle Leithauser**, LSTA Grant Project Bridge overview – Danielle presented on the five programs associated with Project Bridge; all designed to reach our senior patrons especially those with Alzheimer’s, dementia, and other memory-related challenges. Music and Memory, in partnership with the Jackson Symphony Orchestra, delivers ipods with personally selected music based on the work presented in the documentary *Alive Inside*. *Timeslips* presents creative story-telling activities, and the *Timeslips/ Beautiful Questions* activities allow for more meaningful engagement with loved ones. *Journeys* engages all 5 of a senior’s senses, and *JDL On the Road* provides great library programming to patrons who are location-bound. *Connections* is designed to create positive interactions with patrons of severe-to-moderate dementia.

**Will Forgrave**, Marketing Manager – Will presented on changes in the marketing efforts that have been channeled into a campaign to increase JDL library card holders. This campaign includes increased radio spots and print-outs; TV commercials with WILX 10; billboards; and targeted internet and Facebook advertisements.



**Current Bills:** The current bills were presented and reviewed. Moved by William Jors, supported by Beverly McGill, to approve the current bills for January and February 2019. Motion carried unanimously.

**Financial Reports:** The current financial statements were presented and reviewed. Moved by Jacqueline Barber, supported by Shane LaPorte, to approve the current financial reports for January and February 2019 as presented. Motion carried unanimously.

## **Committee Reports:**

### **Finance Committee**

William Jors reported that the finance committee met on March 18, 2019 attended by Jors and McGill. They met with Scott McLane for a pre-audit questionnaire, discussed the state OPEB plan approval, and reviewed the financials to-date. The committee will recommend to the Board opting out of the proposed Village of Brooklyn Corridor Improvement Authority/TIFA. Our interest rate has been increased by County National Bank.

### **Facilities Committee**

Jaqueline Barber reported that the facilities meeting was on March 6, and attended by Barber, Jors and LaPorte. The discussion included the JDL Image RFP, the Bookmobile, and updates on branch facilities work. The facilities committee discussed options on moving forward to plan for improvements to the parking lots behind The Carnegie Library and Administration building.

### **Personnel Committee**

Elli Blonde reported that the personnel committee met on March 12, attended by Blonde, Lyman, and LaPorte. Heather Albee-Scott was excused from the meeting. They discussed impending contract negotiations. Sara Tackett announced that JDL has hired Danielle Leithauser as the new Community Services Coordinator.

### **Director's Report and Activities:**

District Highlights: Sara Tackett highlighted activities at all the branches as presented in the Board informational packet. JDL has purchased new cameras for taking publicity photos of events.

Statistics: Sara Tackett announced the annual purge of dormant library patron accounts, and that JDL circulation continues to show growth through January and February over the same period in 2018.

Update: Sara Tackett shared the Cradle 2 Career Education Network Coordinating Council agreement alongside a sampling of the many ways in which JDL staff are out in the community. Jason shared the summary of the JDL Staff Day Harwood conversations. Sara provided examples of JDL ads in the community, the events calendar, and mentioned that JDL needs board members to help out with the Young Poets Awards ceremony on April 16, 2019.

### **Old Business:**

Friends of the Jackson District Library: The spring book sale is being prepped for and will be held on April 11, 12, and 13. A Friends Meet Friends event is planned for May.

Woodlands Update: March Meeting was cancelled

OPEB Corrective Action Plan: Sara Tackett shared a letter from the State of Michigan that our CAP was approved.



Other: None

**New Business:**

Freedom of Information Act Policy update: The board was presented an updated version that reflected changes made to by the State of Michigan to PA 442. Moved by William Jors, supported by Heather Albee-Scott. Motion carried unanimously.

Local History Collections Policy: This is a new policy to help the staff better manage the historical collection and any potential donations to the collect. Moved by Shane LaPorte, supported by Heather Albee-Scott. Motion carried unanimously.

Notice of Public Hearing: Tax Increment Financing Plan and Development Plan, Corridor Improvement Authority; Village of Brooklyn: The Village of Brooklyn notified JDL that they are planning to replace the Brooklyn Downtown Development Authority with a Corridor Improvement Authority. The recommendation for the Finance Committee is that JDL opt out of the CIA as allowed by law. Moved by William Jors, supported by Jacqueline Barber. Motion carried unanimously.

**Communications:**

An article from the Exponent highlighting the Brooklyn Branch “Not your grandmother’s library” was presented.

**Trustee Comments:** Beverly McGill shared that she is very proud of all that we do and Elli Blonde agreed with her.

**Adjournment:** Moved by Jacqueline Barber, supported by William Jors, that the meeting be adjourned at 7:16p.m. Motion carried unanimously.

Respectfully submitted,

William Jors  
Secretary/Treasurer  
(Jason Shoup, Recorder)