



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
July 26, 2018
SPRINGPORT LIBRARY, 116 MECHANIC ST, SPRINGPORT, MI

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

ROLL CALL:

Board Members Present: Elli E. Blonde, Heather Albee-Scott, Jaqueline L. Barber, and Shane A. LaPorte

Board Members Absent: Beverley G. McGill (excused), William Jors (excused)

Director: Sara Tackett

Staff Present: Vicki Baldwin, Jason Shoup, Will Forgrave, Lorraine Butchart, Andy Lane, Mike Way and Jackie Merritt

Others Present: None, Public attendance sign-in sheet attached to official minutes.

Consent Calendar: Moved by Heather Albee-Scott, supported by Shane LaPorte, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of May 24, 2018, the minutes of the Study Session of July 12, 2018, and the Gifts and Donations and Personnel Actions for May and June 2018. Motion carried unanimously.

Public Comment: There were no public comments.

Special Announcements/Presentations: Sara Tackett introduced new Assistant Director for Public Service, Jason Shoup and new Marketing and Communication Manager, Will Forgrave. Jackie Merritt welcomed the Board to the Springport Branch. Jackie currently supervises the Springport and Parma Branches. She presents storytimes at the branches and in the community along with coordinating the local history room in Springport and other programs. Jackie shared the articles she writes for the Springport Signal and County Press, that highlights programs and collections.

Current Bills: The current bills were presented and reviewed. Moved by Heather Albee-Scott, supported by Jackie Barber, to approve the current bills May and June 2018 as presented. Motion carried unanimously.

Financial Reports: The current financial statements were presented and reviewed. Moved by Heather Albee-Scott, supported by Shane LaPorte, to approve the current financial reports for May and June as presented. Motion carried unanimously.

Committee Reports:

Facilities Committee: Jackie Barber reviewed the minutes from the June 6, 2018 meeting. Staff is working on reviewing the security cameras at Carnegie and the Meijer skylight replacement.

Personnel Committee: Heather Albee-Scott reviewed meeting at which the committee reviewed the HR/Personnel Policies and proposed administrative staff handbook. The committee also reviewed a change in the TS/ILL Coordinator II position in JDL's organizational structure and developing a JDL Board Member Job Description.

Finance Committee: the Finance Committee did not meet in July.

Director's Report: Sara Tackett referred the Board to the Branch Reports that highlighted the May and June activities as presented in the Board Informational packet. Art appraiser, Julia Henri, has been at JDL

reviewing our art collection in order to update our insurance appraisal. Debby Sears has been her assistant and will help follow-up with information that is needed to document the collection. The final report will be a document that will help us in inventory, curation and suggestion repairs. On August 1st we will launch the ability to pay fines through the patron accounts on our ILS using debit/credit cards. Procedures and training will be completed this fall to allow the staff to handle these and other fee transaction at the desks.

Save the dates:

August 4th from 1-4 Summer Reading Finale

August 31st 12:30 Staff Appreciation Lunch-All Locations will close at noon

September 14th Alzheimer's Walk

October 22nd Friends of the Jackson District Library Annual Meeting/Dinner

Old Business:

Woodlands Library Cooperative: The March 15, 2018 minutes were in the packet. Liz Raduazo has resigned as the JDL representative. There was no meeting in May.

Friends of the Jackson District Library: The Friends completed a strategic planning exercise and will be following it up with a district-wide Friends get together in the fall.

Other: There was no other Old Business.

New Business:

Election of Secretary/Treasurer due to resignation of Anthony Raduazo: Moved by Shane LaPorte and supported by Heather Albee-Scott that William Jors be elected Secretary/Treasurer. Motion carried unanimously.

MERS Annual Conference Delegate: Moved by Heather Albee-Scott and supported by Jackie Barber that Sara Tackett be the Administrative Delegate to the MERS Annual Meeting. Motion carried unanimously.

Approval of Code of Conduct Policy, Minor Policy, Wireless Policy and Website Policy: Moved by Heather Albee-Scott with support from Shane LaPorte to approve the Code of Conduct, Minor, Wireless and Website Policies. Motion carried unanimously.

Other:

Committee Appointments: Elli Blonde presented updated appointments to the JDL Board Committees:

Executive Committee: Elli Blonde, Beverley Mc Gill and William Jors

Finance Committee: William Jors, Elli Blonde and Jacqueline Barber

Facilities Committee: Shane LaPorte, Jacqueline Barber and Heather Albee-Scott

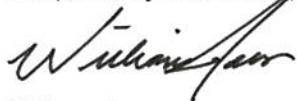
Personnel Committee: Heather Albee-Scott, Shane LaPorte and Beverley McGill

Communications: Communications were included in the Board Informational Packet.

Trustee Comments: There were no trustee comments at this time.

Moved by Elli Blonde, supported by Heather Albee-Scott, that the meeting be adjourned at 7:04 p.m. Motion carried unanimously.

Respectfully submitted,



William Jors

Secretary/Treasurer

(Sara Tackett, Recorder)