



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
November 15, 2018
MEIJER BRANCH LIBRARY, 2699 Airport Road, COMMUNITY ROOM

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

ROLL CALL:

Board Members Present: Heather Albee-Scott, Jacqueline L. Barber, Elli E. Blonde, and Beverley G. McGill; William Jors arrived at 6:02pm

Board Members Absent: Shane LaPorte

Director: Sara Tackett

Staff Present: Vicki Baldwin, Jason Shoup, Danah Wayne, Andy Lane, Rhonda Farrell-Butler and Patty Snoblen

Others Present:

Consent Calendar: Moved by Heather Albee-Scott, supported by Beverley McGill, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of September 27, 2018, Gifts and Donations for September and October 2018, and Personnel Actions for September and October 2018. Motion carried unanimously.

Public Comment: There were no public comments.

Special Announcements/Presentations:

Meijer Branch Report: Branch Manager Patty Snoblen has been with JDL for about 16 years. The Meijer Branch holds many events in the community room that can be divided into 3 smaller rooms with walls that fold and unfold. Patty played a slideshow that had photos of various events happening at the Meijer Branch. She shared that expanding the building, extending hours and providing more computers for patron use have all proven to be very successful at the branch. The program Livability allows for disabled patrons to participate in programming where they come to the branch on Fridays and play games, do crafts and enjoy the library. The Digital Studio is used often to convert VHS to DVD, the Center is also available to do recordings both verbal and visual. The skylight in the entrance by the Community Room has been removed and the ceiling will be completed in the next week. Patrons like the afterhours lockers at Meijer and have been very receptive to auto renewal. Both Beverly and Heather complimented the Meijer Branch staff.

Community Engagement Report: Rhonda Farrell-Butler presented to the Board the progress and plans of the Community Engagement team at JDL. Rhonda explained that the team is using the JDL Strategic Plan as a guide to their program planning, especially in the areas of community and partnerships. They are focusing on three major areas: 1. Community Engagement – Developing programs and connecting to the community. 2. Outreach Services – Includes JDL Branches and finding where we are helping out. Spring Arbor University was used as an example of reaching out to the student body to let them know of the services available to them. 3. Centralized programming – This includes looking at programs and evaluating if they are intentional and are they meeting the ideals in the Strategic Plan and Mission. Rhonda shared upcoming programming plans involving Summer Reading and how to reach areas in the community that are not engaged, Young Poets contest is set to begin and a speaker is being contacted. Heather asked what is one area that needs outreach and Rhonda shared that the community near the King Center is a perfect example and then shared that they are working together to bring the summer reading program to the center and kids will be able to log their reading hours there.

Current Bills: The current bills were presented and reviewed. Moved by Heather Albee-Scott, supported by Jacqueline Barber, to approve the current bills for September and October 2018. Motion carried unanimously.

Financial Reports: The current financial statements were presented and reviewed. Moved by Heather Albee-Scott, supported by Beverly McGill, to approve the current financial reports for September and October 2018 as presented. Motion carried unanimously.

Committee Reports:

Finance Committee

William Jors gave an overview of the Monday, November 12, 2018 meeting minutes that state that the committee reviewed the 2018 adjustments and the currently proposed 2019 budget. Sara also shared that there was a review of the OPEB policy.

Facilities Committee

Jacqueline shared the October meeting minutes which were carried over to the November meeting. The committee talked extensively about the wish list of the JDL and asked that it be prioritized and a timeline attached. In November the committee was presented with the priorities and timelines as well as a few more needs. JDL Image and Branding are first on the list and the larger projects will follow and fall in line with the results of the image.

William Jors asked about the cleaning of Carnegie on the outside and it was explained that a patch was cleaned recently and would be looked at to see how it looks and what needs to be done.

Personnel Committee

Danah Way presented the new Board of Directors job description. She also explained that open enrollment is coming up for employees, there are three plans being offered: The current plan with a \$250 deductible, a new plan that offers \$1000 deductible, and an HSA plan. Staff changes/additions were discussed.

Executive Committee

The Executive Committee saw the facilities plans and added the Carnegie parking lot to the list as it is a real need. The committee reviewed the OBEP agreement and policy. An update on the open Trustee position was given, the Mayor is reviewing other applicants. Sara and Shane met with the city to explore options to partner with a community Wi-Fi project. More research is being done on this. There will be a Board Retreat in February on a Saturday, the focus will be Board Relations and Strategic Plans.

Director's Report and Activities:

District Highlights: 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. The digital content took a dip in numbers and this could be because of the MEL database changes. Interloan, computers and hotspots remain very popular with patrons.

Update: Sara shared the program from the NAACP dinner and noted that the young speaker from East Lansing was very good, speaking about his experiences and how he is now working to change what is taught in social studies in schools.

Harwood conversations have been very successful. Sara shared handouts that highlighted the conversations had within branches and communities to help the JDL and those involved know what their community and patrons concerns are and what can be done and how we can help. We know we need to connect and we just need to be sure that we communicate with the right players and the communities. In the future we will hold more conversations with each ward in the city, will be teaming up with the Health

Department to hold conversations in Springport, and will be having Innovation Space conversations about library cards.

There is an interest in putting Way Finding on the inner city trail. This would be a way to display the history of Jackson and in particular portions of the trail and the history in the area. Story Walk is a program that JDL does currently and this could be a model for the Way Finding on the trail.

Old Business:

Friends of the Jackson District Library: The JDL Friends are holding the Holiday Open House at Carnegie tomorrow and will include Santa Claus, a bake sale and book sale. New Board members have been announced. Karen Hawley is the incoming President.

Other: None

New Business:

OPEB Policy:

The OPEB Policy had a sentence added to assure that the Library will commit to fund the ARC each year Moved by William Jors, support by Heather Albee-Scott. Motion carried unanimously.

PA 202 OPEB Corrective Action Plan: The plan was presented to show that JDL has paid over 50% and will continue to pay until 100% is reached. This document needs to be signed and returned to show the intentions of the JDL. Moved by Heather Albee-Scott, support by Beverly McGill. Motion carried unanimously.

2018 Budget Adjustments: The adjustments were presented and reviewed. Moved by Jacqueline Barber, supported by Heather Albee-Scott. Motion carried unanimously.

2019 Budget Draft: The proposed draft of the 2019 JDL budget was discussed. This business was presented as For Information only, the final document will be brought to the Board in December for approval.

2019 Board Meeting and January Committee Dates: The dates were presented to the board. Moved by Heather Albee-Scott, supported by Beverly McGill. Motion carried unanimously

Board of Directors Job Description: Elli Blonde asked for a motion to add the description to the agenda to be approved. Moved by Heather Albee-Scott, supported by Bill Jors. The committee reviewed the Job Description. Moved by William Jors, supported by Heather Albee-Scott. Motion carried unanimously.

Other: There was no other New Business.

Communications: Communications were included in the Board Informational Packet.

Trustee Comments: Heather Albee-Scott mentioned that help was needed at the Holiday Open House at the Carnegie branch from 6:00p-8:00p if any board members could come and help her out.

Adjournment: Moved by William Jors, supported by Heather Albee-Scott, that the meeting be adjourned at 7:50p.m. Motion carried unanimously.

Respectfully submitted,

William Jors
Secretary/Treasurer
(Diane Anderson, Recorder)