



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
December 13, 2018
CARNEGIE BRANCH LIBRARY, 244 W. Michigan Avenue, Auditorium

President Elli Blonde called the **Board Meeting** to order at 6:07 p.m.

ROLL CALL:

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

Board Members Absent:

Director: Sara Tackett

Staff Present: Vicki Baldwin, Jason Shoup, Danah Wayne, Andy Lane, Lorraine Butchart, Diane Anderson

Others Present: None

Oath of Office: New Board member Erik Lyman, read and signed the Oath of Office

Consent Calendar: Moved by William Jors, supported by Heather Albee-Scott, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of November 15, 2018, Gifts and Donations for November 2018, and Personnel Actions for November 2018. Motion carried unanimously.

Public Comment: There were no public comments.

Special Announcements/Presentations: No special announcements or presentations.

Current Bills: The current bills were presented and reviewed. Moved by Heather Albee-Scott, supported by Jacqueline Barber, to approve the current bills for November 2018. Vicki Baldwin pointed out that the JDL was overcharged for the elevator work at Carnegie and that the refund was applied to the Capital Projects line. Motion carried unanimously.

Financial Reports: The current financial statements were presented and reviewed. Moved by William Jors, supported by Heather Albee-Scott, to approve the current financial reports for November 2018 as presented. Vicki Baldwin pointed out that in the November financials one item in the Standing Items line was entered incorrectly. A budget adjustment will be proposed at the January meeting for the 2018 budget to correct this. Motion carried unanimously.

Committee Reports:

Finance Committee

There was no Finance Committee meeting in December.

Facilities Committee

Jacqueline shared the November meeting minutes. The minutes include the visit to the Monroe District Library Service Center, updates as presented by Mike Way including wiring in the children's area at CAR, refreshing being done at SUM, new seating at SUM, HEN, and NAP.



Personnel Committee

Heather Albee-Scott presented the minutes for the Personnel Committee. This included a look at a review of the State Aid reports from 2003 to 2017. Shane LaPort questioned the difference between 2014 and 2017 where there is a decrease in spending but an increase in salaries. This will be researched.

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. Numbers continue to increase. Interloan, computers and hotspots remain very popular with patrons. It was asked if the Digital Lab can only be used with an employee present. The lab can be used if the patron is familiar with what they are doing, but JDL does like to have someone with experience close by in case help is needed. Another question was in reference to Parma and their continued increase of numbers in larger amounts. Jason Shoup explained that the branch is marketing themselves to their community, they are changing their displays to be more themed and using front facing books rather than just the spines.

Update: Sara shared that the JDL and the Health Department received a grant and will begin to hold conversations in Springport about the community wants and needs after the New Year. There will be Innovation Space conversations about library cards.

Old Business:

Friends of the Jackson District Library: The JDL Friends felt that the Holiday Open House at Carnegie was the most successful they have ever had. Budget requests were submitted to the Friends Board which included Storyfest, Young Poets, Summer Reading and billboard advertising to promote the library. Karen Hawley is the incoming President.

Other: None

New Business:

2019 Budget:

The 2019 JDL budget was presented to the Board during the Budget Hearing. Moved by Heather Albee-Scott, supported by Beverly McGill. Motion carried unanimously.

2019 Board Meeting and January Committee Dates:

The dates were presented to the board in November and approved, however November and December 2019 dates needed to be reviewed. Moved by Heather Albee-Scott, supported by Beverly McGill. Motion to hold the November meeting on the 21st and the December meeting on the 19th were carried unanimously

2019 JDL Holiday Schedule: Elli Blonde asked for a motion to approve the 2019 Holiday Schedule as presented. Moved by Shane LaPorte, supported by Heather Albee-Scott. Motion carried unanimously.

Closed Session: The board moved into closed session to review the Director's Evaluation. Moved by Jacqueline Barber, supported by Heather Albee-Scott. Motion carried unanimously.

Return to Open Session: The board moved to return to open session. Moved by Heather Albee-Scott, supported by Shane LaPorte. Motion carried unanimously



Director Evaluation: A motion was made to approve the evaluation to file, and to provide the Director with clear goals within the first quarter of 2019. Moved by William Jors, supported by Jacqueline Barber. Motion carried unanimously

Director Contract Adjustment: A motion was made to approve the adjustment to the Director's Contract. Moved by Heather Albee-Scott, supported by Jacqueline Barber. Motion carried by six board members. Erik Lyman abstained.

Other: City of Jackson Parking Deck Agreement: Shane LaPorte inquired about the contract with the city involving the parking structure. Sara shared that she has a meeting with the Mayor in regards to the contract in the next week.

Communications: Communications were included in the Board Informational Packet.

Trustee Comments: Heather Albee-Scott once again welcomed Erik Lyman to the board.

Adjournment: Moved by Beverly McGill, supported by William Jors, that the meeting be adjourned at 7:35p.m. Motion carried unanimously.

Respectfully submitted,

William Jors
Secretary/Treasurer
(Diane Anderson, Recorder)