



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**May 24, 2019**  
**BROOKLYN BRANCH LIBRARY, 207 N. Main Street, Brooklyn MI**

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, William Jors, Erik Lyman, Beverley G. McGill, Shane LaPorte

**Board Members Absent:**

**Director:** Sara Tackett

**Staff Present:** Jason Shoup, Dawn Iocca, Vicki Baldwin, Mike Way, Will Forgrave, Lorraine Butchart, Andy Lane, Rhonda Farrell-Butler, Matt Jackson, Erica Grimm

**Others Present:** Scott McLane, Markowski & Company CPA

**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 Board Meeting March 28, 2019, the Study Session notes May 9, 2019. Also approved were the Donations and the Personnel Actions from March and April 2019. Motion carried unanimously

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

**Special Announcements/Presentations:**

**Erica Grimm**, Branch Manager, Brooklyn & Napoleon – Erica Grimm began by introducing the staff members that were working at the branch this evening. Erica Grimm shared that staff had visited the local school districts on this day to tell them about the Summer Reading Program starting up and stated that the kids were pretty excited about the possibility of winning a Switch at the end of the program. A frog made from old books is on display at the branch, this is a talent of one of the staff members and patrons really enjoy seeing the work that she does. Erica Grimm passed around photos taken over the past year that highlighted several events that went on in Brooklyn, including Kindermusic, “Pete the Cat” on the bulletin board, craft events for adults, kids making slime, reindeer visits in the winter, book talks with fifth grade students, and many more events through the year. The branch is a popular location for students in the Columbia schools to hang out at after school is out for the day.

**Matt Jackson**, Customer Service & Training Coordinator – Matt Jackson was introduced by Sara Tackett, he shared his education and career background with the Board. Matt Jackson explained that a portion of his job is to help patrons that may need assistance especially with fines and late fees. Matt Jackson shared that this one-on-one assistance has proven to be successful and is keeping patrons coming back to the library. He also helps with training new employees and scheduling their training with the branches. Matt Jackson also visits the branches to teach staff procedures and guidelines for programs. Recently Matt Jackson taught staff how to check out MelCat items at the branches. One other aspect of his job is that Matt sets up conference and training registration for staff.

Scott McLane, Markowski & Company CPAs, Audit Report – Scott McLane shared the 2018 Audit report, stating that the JDL is doing great and financially everything is being handled very well. He reviewed with the Board several items in the report including Review of Assets, and Finance Statements. He also made mention that the Management Discussion Analysis is written by JDL and its purpose is to tell our story.



**Current Bills:** The current bills were presented and reviewed. Moved by Beverley McGill, supported by Heather Albee-Scott, to approve the current bills for March and April 2019. Motion carried unanimously.

**Financial Reports:** The current financial statements were presented and reviewed. Moved by Jacqueline Barber, supported by Heather Albee-Scott, to approve the current financial reports for March and April 2019 as presented. Motion carried unanimously.

#### **Committee Reports:**

##### **Finance Committee**

William Jors reported that the finance committee met on May 20, 2019 where Sue Feinberg from Michigan Employee Retirement System made a presentation to the committee, Scott McLane presented the Audit Report, and reviewed the financials to-date.

##### **Facilities Committee**

Jaqueline Barber reported that the facilities meeting was on May 1, 2019 where the discussion included the JDL Image RFP, the Bookmobile, JDL Delivery van and updates on branch facilities work. Also discussed were the community conversations in Springport. Sara Tackett added that the sprinkler system was installed at Carnegie today.

##### **Personnel Committee**

Heather Albee-Scott reported that the personnel committee met on April 12, 2019 where discussed upcoming contract negotiations, the staff survey and its results, and that the Nonprofit Network is currently contracted by the JDL to assess our workforce equity, diversity, and inclusion. Clint Tacy has joined the JDL team in Facilities.

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

District Highlights: Sara Tackett highlighted activities at all the branches as presented in the Board informational packet. Karen Jo White retired at the end of March after 20 years with JDL. Sara Tackett also shared that the Star Wars Spring Break programming was very successful.

Statistics: Sara Tackett pointed out in the statistics that circulation continues to rise and that our internet is getting a lot of use. Community Involvement Report shows where staff is representing JDL in the community. Sara Tackett shared that she was honored to be a part of the BPW Nike awards this past March.

Update: This month's update was shared by Rhonda Farrell-Butler who talked about the Young Poets Contest that was wrapped up at the Middle School at Parkside on April 16, 2019. Rhonda Farrell-Butler handed out a poetry book comprised of all of the winning poems from this year's students. There were 852 entries including two new participating schools. Over 200 people attended the event at Parkside and our guest poet, Kalli Dakos, made 9 presentations at schools in 3 days. Rhonda Farrell-Butler thanked the board for their support and looks forward to another successful Young Poets Contest in 2020.

#### **Old Business:**

Friends of the Jackson District Library: Diane Anderson shared that the Baker Tea was a very successful event and that the Friends sponsor the JDL to attend. The Friends-meet-Friends event was held and was well received by all branch Friends groups, they are working to find a way to work together especially when it comes to volunteering.

Woodlands Library Co-op Update: Elli Blonde stated that the Woodlands Co-op is still working on a Penal Fine tool kit for libraries. They are working to educate law enforcement as well as others. This year's national Legislative Day was cancelled. And the new board members stayed for a training.

Other: None



**New Business:**

2018 Audit Report: The board was presented the report early in the meeting by Scott McLane. Moved by Shane LaPorte, supported by Heather Albee-Scott. Motion carried unanimously.

JDL Hours: Sara Tackett explained the process used to determine hour changes within the branches. Sara Tackett shared most of the changes and stated that new staff would need to be added to cover these changes. The hours will go into effect on Tuesday September 3, 2019. Moved by Heather Albee-Scott, supported by Erik Lyman. Motion carried unanimously.

Travel Policy: The change of language in the Travel Policy states that per diem will not be paid to staff when meals are provided by the conference attended. Moved by Jacqueline Barber, supported by Heather Albee-Scott. Motion carried unanimously.

Mileage Reimbursement Policy: The change in language allows for JDL to adhere to the amount for travel based on the standard mileage rate determined by the IRS. There was discussion of other verbiage in the policy. . Moved by Heather Albee-Scott, supported by Jacqueline Barber. Motion carried with a vote of 5-2.

krM Architecture Proposal: krM Architecture is the design company that will create a cohesive look and for the JDL. They will consult with the communities and staff to create a look that can drive the JDL to a look that will bring the branches together without compromising the overall historical look of most of the branches. Moved by Shane LaPorte, supported by Erik Lyman. Motion carried unanimously.

JDL Delivery Truck: The Board is asked to approve the purchase of a new delivery truck for the library. Moved by Heather Albee-Scott, supported by Jacqueline Barber. Motion carried unanimously.

Summer Reading Program: Jason Shoup shared that the Summer Reading Program is ready to be launched and that staff and patrons are very excited about changes this year. Participants will receive a book for signing up, every four hours that are read their name will be put into a drawing. The change to four hours encourages those who have barriers to read as much as they can. Grand Prizes include a Nintendo Switch for kids under 18 and a computer tablet for adults. The kick-off event is set for June 8, 2019 at the Meijer Branch.

**Communications:**

The board looked at several letters, articles and notes that the library received in the past couple of months.

**Trustee Comments:** none

**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  
(Diane Anderson, Recorder)