



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
DECEMBER 17, 2015**

ADMINISTRATION BUILDING CONFERENCE ROOM, 290 W. MICHIGAN AVE., JACKSON, MI

President Darrell Durham called the meeting to order at 6:08 p.m.

ROLL CALL:

Board Members Present: Heather Albee-Scott, Jacqueline Barber, Darrell J. Durham, Theodore R. Kolman, Beverley McGill and David Zuleski

Board Members Absent: George H. Sewell

Director: Ishwar Laxminarayan

Staff Present: Vicki Baldwin, Lorraine Butchart, Jean Dailey, Steven George, Theresa Runyan, Kathy Schoening, Donna Smith, Sara Tackett, Mike Way, and Danah Wayne

Others Present: Elli Blonde. Public attendance sign-in sheet attached to official minutes.

Consent Calendar: Moved by Ted Kolman, supported by Heather Albee-Scott, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of November 19, 2015, and the Gifts and Donations and Personnel Actions for November, 2015. Motion carried unanimously.

Public Comment: Ishwar introduced Elli Blonde who was appointed by the County Commission on December 15, 2015 to serve on the JDL Board for a four-year term starting in January, 2016. Elli thanked the board and staff for their welcome and briefly shared information about herself and her love of libraries. There were no other public comments.

Special Announcements/Presentations: Steven George, Eastern Branch Manager, presented information about the history, staff, activities and condition of the building at the Eastern Branch. He noted that Eastern is the third largest physical branch in circulation statistics as well as computer usage and patron visits. They are also one of two JDL branches that are open seven days a week. In addition to a very talented staff, the branch has a beautiful meeting room which is used extensively for programs, meetings and displays. Steve reviewed special programs that have been held this past year and highlighted unique programming scheduled for 2016 including Rockhounding (February) and UFO Discussion (April). Several staff are involved in committees and programs held outside the branch and are making a difference in the schools and community. The board thanked Steve for his presentation.

Current Bills: Moved by Heather Albee-Scott, supported by Ted Kolman, to approve the current bills for November 2015 as presented. Motion carried unanimously.

Financial Reports: Moved by Beverley McGill, supported by David Zuleski, to approve the current financial reports for November 2015 as presented. Motion carried unanimously.

Committee Reports:

Facilities Committee: David Zuleski reported that the Facilities Committee had met on December 2nd and he reviewed the minutes which were in the board informational packet. Highlighted items

included the storage items moved from the warehouse to the former Book Cellar, the partition issues at the Meijer Branch which are in the process of being resolved with the manufacturer and the tour of the Administration Building. There was a brief discussion regarding the state of the Administration Building and possible safety issues with the north side retaining wall.

Finance Committee: Ted Kolman reviewed the minutes from the November 30th Finance Committee meeting which included discussion on the proposed 2016 Budget. The board also participated in a brief discussion to clarify a couple of line items on the budget.

Personnel Committee: In George Sewell's absence, Heather Albee-Scott reported that the Personnel Committee met and discussed issues related to options for retiree health care, extension of the temporary position of the Office Assistant in Administration until May 31st, the proposed 2016 Holiday Schedule and the transition process due to the resignation of the Library Director. They have a recommendation for an Interim Director which will be presented under the New Business section of this meeting.

Director's Report and Activities: Ishwar noted that the district highlights for November will be included in the January 2016 board informational packet.

Statistics: Circulation numbers, computer usage and patron visits are increasing a bit due to the completion of construction around the Carnegie Library. We expect to end this year with a modest increase in the numbers for all areas.

Strategic Plan: Sara Tackett reported that the Strategic Planning Action Teams are hard at work participating in lots of good conversations. They are wrapping up the initial research stage and developing their goals and objectives. A February 9th "Summit" is being planned to bring all teams together to review their status and identify common areas in their developing plans.

Community Initiatives: Sara shared information regarding a recent meeting with representatives from South Central Michigan Works and the branch managers from Carnegie, Eastern and Meijer. These branches host adult GED sessions and SCMW is thrilled to be able to reach out to the community in this way.

Old Business:

Woodlands Library Cooperative: Heather reported that the Woodlands Cooperative will be closing their "physical" office as of tomorrow, December 18, 2015. They will have a "virtual" office and will hold meetings at member library locations.

Friends of the Jackson District Library: Heather reported that the Holiday Dessert Tea for the Friends was a wonderful event. The Auditorium was packed with Friends from all branches and the food and program was great. She really appreciates all they do for the library. Darrell agreed that the event was great. He received a lot of enthusiastic support for a millage campaign and a lot of the people attending expressed sadness that Ishwar was leaving the library.

Emergency Closing Policy: The proposed Emergency Closing Policy was included in the board informational packet. This revised policy reflects staff suggestions for some updated language and the addition of a section on overdue material. There is a separate procedure that will go into effect upon adoption of the policy. Moved by Heather Albee-Scott, supported by Beverly McGill, to adopt the Emergency Closing Policy as presented. Motion carried unanimously.

Other: There was no other Old Business.

New Business:

Approval of 2016 Budget: The proposed 2016 Budget was presented during the Public Hearing preceding this meeting. There were no other questions regarding the budget. Moved by David Zuleski, supported by Ted Kolman, that the proposed 2016 budget be approved as presented with the clarifications as noted at the Budget Hearing. Motion carried unanimously.

2015 Budget Adjustments: Sara Tackett gave an overview of the recommended 2015 budget adjustments as presented in the 2016 Proposed Budget document with budget line items to be adjusted presented in bold type. Moved by Jackie Barber, supported by Ted Kolman, to accept adjustments to the 2015 Budget as presented. Motion carried unanimously.

2016 Holidays: Moved by Jackie Barber, supported by Ted Kolman, that the Jackson District Library be closed to observe the 2016 holidays as presented, and eligible employees will receive payment for these as well as one floating holiday according to policy. Motion carried unanimously.

2016 Board Meeting Dates: Ishwar explained that the proposed board meeting dates reflected a change to monthly meetings (4th Thursday from January through October, 3rd Thursday in November and December) due to 2016 being a transition year. Moved by Ted Kolman, supported by Heather Albee-Scott, to approve the 2016 Board Meeting Dates as presented. Motion carried unanimously.

Ishwar noted that the proposed dates for Board Committee Meetings were also included with the board informational packet. Those dates reflect a continuation of the 2015 schedule. This will be determined by the committees after the appointments are made at the January 28, 2016 Annual Meeting.

Library Director Search: Due to the resignation of Library Director, Ishwar Laxminarayan, the process of identifying a new Director will start on December 18, 2015. Ishwar introduced Danah Wayne, H.R. Assistant, to the Board. Danah will post the Position Opening and updated job description through JDL's usual posting channels. The posting will be open for three weeks. The Personnel Committee's goal is to do their due diligence while minimizing the time without a permanent Director.

Moved by Heather Albee-Scott, supported by Beverley McGill, that per the recommendation of the Personnel Committee, Sara Tackett, Public Services Administrator, be appointed Interim Director, with a temporary wage increase effective with the pay period beginning January 11, 2016, until a permanent replacement for the current Director is appointed. Motion carried unanimously.

Staff Recognition Dinner: Ishwar announced to "save the date" of Friday, February 5, 2016, for the annual Staff Recognition Dinner at the Ella Sharp Museum Community Room. Details will be sent out after the first of the year.

Other: Jean Dailey requested board members, staff, and public to "save the date" of Friday, January 15, 2016 for an Open House from 1:00–3:00 p.m. at the Carnegie Library. This Open House is sponsored by the Friends of the Jackson District Library in honor of Ishwar Laxminarayan to celebrate his 10 years of dedicated service to the Jackson community and wish him well in his future endeavors.

Other: There was no other New Business.

Communications: Communications were included in the board informational packet.

Trustee Comments: Darrell Durham noted that he has served on the Library Board since 2003 and that for the majority of that time, Ishwar has served as Library Director. It has been a pleasure and an honor to work with him and he is sad to see him leave. Darrell then presented Ishwar with a plaque, signed by all current Library Board Members, thanking him for his years of service and inviting him to select a book to be placed in his honor in the Carnegie Library.

Ishwar thanked Darrell, the Board and the “wonderful” staff stating that it had been an honor and privilege to serve the JDL as Director. He is leaving with many warm and great memories of the library and the Jackson community.

Ishwar also noted that George Sewell’s time on the Board has come to a close with his appointment expiring this month. George has served as a Jackson District Library Trustee since December, 1999 and has held many positions, including President and Vice-President, during his tenure.

Darrell stated that George has been an excellent example to him and all board members with his leadership skills and historical knowledge of JDL. He will be greatly missed and the board wishes him well.

Moved by Ted Kolman, supported by Jackie Barber, that the meeting be adjourned at 7:15 p.m.
Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)