



**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF TRUSTEES
SEPTEMBER 26, 2013
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:00 p.m.

ROLL CALL:

Board Members Present: Heather Albee-Scott, Debra Carmody, Teressa T. Delph, Darrell J. Durham, Theodore R. Kolman, George H. Sewell, and David Zuleski

Board Members Absent: None

Director: Ishwar Laxminarayan.

Administrators Present: Vicki Baldwin, Jim Delaney, Sara Tackett, Michael Way

Others Present: Jean Dailey, Recorder; Lorraine Butchart; Gretchen Dula; Steven George; Melissa Peters; Kathy Schoening; and Donna Smith. Public attendance sign-in sheet attached to official minutes.

Welcome New Board Member: Darrell Durham welcomed David Zuleski to the Board. David was appointed by the Jackson City Council for a four year term beginning August 24, 2013 and ending August 23, 2017. This seat was previously held by Lawrence Sanders for 23 years.

Oath of Office: David took the oath of office as a new member of the Board of Trustees.

Board Member Recognition: Darrell announced that Teressa Delph, who has served on the Library Board since 1994, recently received notification and a plaque recognizing her inclusion in "Who's Who" in honor of her years of community service, particularly with the City of Jackson's Human Relations Commission.

Consent Calendar: Moved by Ted Kolman, supported by Debra Carmody, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of June 27, 2013, as well as the Gifts and Donations and Personnel Actions. Motion carried unanimously.

Public Comment: There was no public comment.

Special Announcements/Presentations:

Eastern Branch Presentation – Branch Manager Steven George thanked the board for the opportunity to share information about the Eastern Branch of the Jackson District Library. Steve shared a PowerPoint presentation which highlighted changes since his last board report two years ago, branch history and stats, staff and their primary responsibilities, patrons, services, activities, stories of library's impact on patrons, comments from patrons and ideas for further growth. The board thanked Steve for his report.

Summer Reading Program – Melissa Peters and Gretchen Dula presented information about the 2013 Summer Reading Program. There was great participation this year even though it was for a shorter time period. Online Registration was well received by both staff and patrons and facilitated easier and quicker registrations. Featured activities were held at all the branches. Gretchen also shared statistical information on participants and programs. It was a great year enjoyed by all! The board thanked Gretchen and Melissa for their report and the JDL staff for the terrific work they do on behalf of JDL.

Current Bills: Moved by Teressa Delph, supported by Heather Albee-Scott, to approve the current bills for June, July and August 2013 as presented. Motion carried unanimously.

Financial Reports: Moved by Heather Albee-Scott, supported by Ted Kolman, to approve the current financial reports for June, July and August 2013 as presented. Questions and discussion included Audio Visual, Revenue, Expenses, Capital Projects and Vehicle Repair and Maintenance line items. Motion carried unanimously.

Committee Reports:

Facilities Committee: Darrell Durham reviewed the minutes from the Facilities Committee that were included in the board informational packet. The next meeting is scheduled for Thursday, October 3, 2013.

Finance Committee: Ted Kolman reported that the Finance Committee had met and discussed the investments and banking services offered by a number of financial institutions. As a result of the meetings, presentations and discussions, they have recommendations which appear on this meeting's agenda that will improve the annual returns and also save annual fees. The next Finance Committee meeting is scheduled for Monday, October 21, 2013 at 10:00 a.m.

Governance Committee: The Governance Committee has no meetings scheduled at this time.

Personnel Committee: George Sewell, reported that the Personnel Committee minutes were included in this month's board informational packet. The next meeting is scheduled for Wednesday, October 30, 2013 at 3:30 p.m.

Director's Report and Activities: Ishwar highlighted the quality and variety of branch activities including the Summer Reading Program, Five Healthy Communities, art, etc. that are included in the fifty pages of branch reports and pictures.

Statistics: Ishwar reported that the Circulation is up 25% year-to-date over last year at this time and it looks like JDL should pass the 1 million mark in total checkouts in November this year. Due to heavy demand, the DVD policy has been changed to limit the number that people can check out at one time. All numbers are up. The staff has seen a big increase in the volume of materials handled. The board expressed kudos to the staff for all the hard work they have done – especially with DVD's.

Old Business:

Meijer Branch Project Update: Mike Way reported that things are going great and if any of the board members would like a tour, to let him know and he can arrange one. 65-70% of the new addition is complete and they are running approximately two weeks ahead of schedule. So far only three days have been lost to weather. He shared pictures showing the project as of this morning. Mike also reported that we are eligible for approximately \$4000 in rebates for energy efficiency from Consumers Energy. Patrons and staff are very excited about this project and some people are there daily to check on the progress.

Woodlands Library Cooperative: Heather Albee-Scott reported that new director, Kate Pohjola Andrade, has started her employment. There will be a Retirement Party for Jim Seidl on September 29, 2013. Michigan libraries will be receiving an increase in both State Aid and Renaissance Zone reimbursements in the new state budget. Heather also reported on workshops being offered by the Cooperative including Disaster Preparedness and "Working with the Board".

Friends of the Jackson District Library: George reported that he was unable to attend the September meeting; however, he had been at the August meeting of the Friends of the JDL Board. They are really active and discussed the wrap-up and book discussion for the "Friends Read", the Annual Meeting to be held on October 22nd featuring Teresa Irish, their annual Strategic Planning Retreat to be held on September 9th and a new process for handling facility and staff use requests. Sara reported that the Friends held the Strategic Planning Session, led by Jean Dailey, and focused on growing membership. They are also busy planning for the Holiday Open House to be held on November 22nd and looking at the possibility of hosting a "Winter Read".

Other: There was no other Old Business.

New Business:

Tribute to Lawrence S. Sanders – The board paid tribute to the service that Larry Sanders gave to the Library over the twenty-three years that he was a Trustee. Teressa Delph shared information about Larry's teaching career and support of the Jackson District Library. He was very dedicated and even when he had medical problems would contact her to find out what had happened at any meetings he had to miss. The board agreed that Larry was a good board member who will be missed. A book of his choice will be placed in his honor in the Carnegie Library.

Banking Services – After interviewing 4 financial institutions, the Finance Committee recommends changing the Jackson District Library's primary banking institution to the Hillsdale County National Bank, and investing its remaining financial assets with Fifth Third Bank.

Under Section 4 of the Investment Policy, Delegation of Authority to Make Investments, the authority to manage the library's investment program is derived from the District Library Establishment Act, MCL 397.182 and by Resolution of the Jackson District Library Board. Management responsibility for the investment program is hereby delegated to the Jackson District Library Finance Committee. The Finance Committee shall be responsible for all

transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Moved by Ted Kolman, supported by George Sewell, that the Board of Trustees authorize the Director and/or Finance Administrator to close the library's existing accounts with Comerica Bank and proceed with opening accounts at Hillsdale County National Bank and Fifth Third Bank as recommended by the Finance Committee. Motion carried unanimously.

Moved by Ted Kolman, supported by George Sewell, that the Board authorize investment in a Mortgage-Back Security if a suitable yield is available for a 1 year or less time period. Motion carried unanimously.

The check signers on any and all JDL accounts with checking will include:

1. The President of the Board
2. The Vice-President of the Board
3. The Secretary/Treasurer of the Board
4. The Director of the Jackson District Library

Moved by Ted Kolman, supported by Heather Albee-Scott, that the Board of Trustees authorize the officers and Director as stated above to be the authorized check signers for all bank accounts. Motion carried unanimously.

The authorized personnel for handling monetary transactions, such as investing and transfers between accounts, shall be the Director and the Finance Administrator. Moved by Ted Kolman, supported by Heather Albee-Scott, that the Board of Trustees authorize the Director and/or the Finance Administrator as the authorized personnel to handle banking transactions. Motion carried unanimously.

Meijer Branch Roof: Mike Way presented bids received for the replacement of the existing Meijer Branch flat roof which is at the northeast corner of the building. Moved by George Sewell, supported by Ted Kolman, to accept the low bid of \$9,268.27 from CS Roofing Company, LLC for the replacement of the flat roof at the Meijer Branch. Motion carried unanimously.

Appointment of Board Representative to Woodlands Cooperative Board – Heather Albee-Scott's term on the Woodlands Cooperative Board will end as of September 2013. Moved by George Sewell, supported by Debra Carmody, to reappoint Heather Albee-Scott to the Woodlands Cooperative Board. Motion carried unanimously.

Committee Appointment(s) for New Board Member – It is the recommendation of President Durham to appoint David Zuleski to the vacant position on the Facilities Committee. Moved by Ted Kolman, supported by Heather Albee-Scott, to appoint David Zuleski to the Finance Committee. Motion carried unanimously.

It is the recommendation of President Durham to appoint David Zuleski as the JDL Board representative to the Rosebud Governance Committee. Moved by Heather Albee-Scott, supported by Debra Carmody, to appoint David Zuleski as the JDL Board representative to the Rosebud Governance Committee. Motion carried unanimously.

Gift Sculpture for Carnegie – The board reviewed the proposed donation of a sculpture for the Carnegie Library. Moved by Ted Kolman, supported by Heather Albee-Scott, that although the Board is appreciative of the offer of this gift, it is respectfully declined. Motion carried unanimously.

2013 Tax Rate: Each year the Library has to request the voted millage from the County Board of Commissioners. Moved by Debra Carmody, supported by Teresa Delph, that the 2013 Tax Rate Request be approved as submitted to the Jackson County Board of Commissioners. Motion carried unanimously

Other: There was no other New Business.

Communications: Communications were included in the packet. The board thanks the JDL staff for all their hard work as demonstrated through the communications received.

Trustee Comments: Heather Albee-Scott noted that the Summer Reading Program was fantastic! She also felt that the lunch program was wonderful. Good job everyone.

Darrell Durham took this opportunity to again express the board's gratitude to Larry Sanders for his years of dedicated service to the Jackson District Library.

Moved by Ted Kolman, supported by Debra Carmody, that the meeting be adjourned at 7:28 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)