



**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF TRUSTEES
OCTOBER 24, 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 (arrived at 6:02 p.m.), Debra Carmody, Teresa T. Delph, Darrell J. Durham, George H. Sewell, and David Zuleski

Board Members Absent: Theodore R. Kolman

Director: Ishwar Laxminarayan.

Administrators Present: Vicki Baldwin, Jim Delaney, Michael Way

Others Present: Jean Dailey, Recorder; Lorraine Butchart; Chris Sadler and Kathy Schoening. Public attendance sign-in sheet attached to official minutes.

Consent Calendar: Moved by Debra Carmody, supported by George Sewell, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of September 26, 2013, as well as the Gifts and Donations and Personnel Actions. Motion carried unanimously.

Public Comment: There was no public comment.

Special Announcements/Presentations:

Concord Branch Presentation – Chris Sadler, Branch Manager for both the Concord and Hanover branches thanked the board for the opportunity to share information with them about the Concord branch. Chris and Dawn Iocca (LA-1) are getting to know the Concord patrons and working on building strong relationships. Part of this is by visiting with the patrons and community members to ask them what they want in the way of materials, programs, services, etc. It is important to Chris that the community feels “ownership” for the library and what is offered. Chris is slowly growing the Friends Group and is pleased that parents have volunteered to be involved in planning the Halloween Party. He has plans to start reading at the schools and they are going to be offering “Anytime Storytime” where the library will have someone available to read with the children when the parents bring them in, thereby working around the parent’s schedules instead of the parents working around the library schedule. Ishwar asked Chris to speak briefly regarding the “hybrid management” model of managing two branches. Chris has found this to be a bit of a challenge but is figuring out the best times to be at each branch. Because they have the same open hours, it is taking some time to adjust scheduling; however, it is falling in to place and has been a great learning experience. Debra Carmody commented that the relationship building Chris has begun is very critical to the success of the organization and commended him for his work. The board thanked Chris for his presentation.

Current Bills: Moved by Teresa Delph, supported by George Sewell, to approve the current bills for September 2013 as presented. Motion carried unanimously.

Financial Reports: Moved by Heather Albee-Scott, supported by Debra Carmody, to approve the current financial reports for September 2013 as presented. Questions and discussion included Property Tax Reimbursements, revenues, contractual services, and capital line items. Motion carried unanimously.

Committee Reports:

Facilities Committee: Did not meet since the last board meeting.

Finance Committee: Did not meet since the last board meeting. The next Finance Committee meeting is scheduled for Monday, November 18, 2013 at 9:30 a.m. in the Carnegie Library Auditorium. The proposed budget for 2014 and budget amendments for 2013 will be discussed at this meeting and the whole board is encouraged to attend.

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

Personnel Committee: Did not meet since the last board meeting.

Director's Report and Activities: Ishwar highlighted the quality and variety of branch activities including the ACT Program at Summit, Outreach Service, books for preschools and daycare, new computers at Eastern Branch, ACA Seminars at Eastern, Brooklyn and Summit branches, Healthy Towns Read in Grass Lake, the Meijer branch addition, Friends of the JDL Annual Dinner and program featuring Teresa Irish, the Friends Holiday Dessert Tea, and the introduction of streaming video.

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. As of today, we have had 931,375 check-outs! The Friends of the JDL will make a \$5000 donation to support the celebration of passing the 1 million mark.

Old Business:

Meijer Branch Project Update – Mike Way reported that things are going great and everything changes every day. The project is really beginning to accelerate (4 weeks ahead of schedule). Counters & Cabinets are being installed; grass seeding and landscaping is almost complete, all HVAC is installed and they are waiting on Consumers for gas and electric, exterior doors installed, interior doors there, and ceiling grids in place.

Tentative Schedule: Tile & carpet being installed next week. Paint and Wall Coverings scheduled for the first week in November, Punch List is week of November 11, 2014, final inspections on November 19 and 20th, and Phase 2 scheduled to start the week of November 25th or December 2nd. Ishwar announced that there will be a Grand Opening Open House for the new addition on January 9, 2014 from 4:00-8:00 p.m.

Woodlands Library Cooperative – Heather Albee-Scott reported that they have not met since the last JDL board meeting. They have revamped their website and now have a Face Book page.

Friends of the Jackson District Library – George reported that he attended the Annual Meeting held on October 22nd featuring Teresa Irish. It was well attended and it was a very interesting and energetic presentation. The Friends are going to have a follow-up planning session with increasing membership as their focus for the coming year.

Debra Carmody encouraged all board members to join the Friends of the Library.

Other – There was no other Old Business.

New Business:

Million Checkouts Celebration – Ishwar spoke about this during the Director's Report section. Each branch will have a canister for drawing slips featuring a "thermometer" to track the weekly circulation. Watch for more details of the celebration activities. Thanks to the Friends for their support.

Library Van – It was mentioned at last month's board meeting that the Library Van needed extensive repair work done; however, it has now quit working entirely. The Steering column rusted off while it was in the Summit branch parking lot. Mike has been renting a U-Haul van on an as needed basis. The Library Van is used for tools and supplies to go to all the branches for maintenance. It is also used for outreach deliveries to preschools and day care facilities. Mike received three bids for a replacement van and that information is in the board packet. Moved by George Sewell, supported by Debra Carmody, to purchase the 2014 GMC Savana 2500 Cargo Van from Red Holman Buick GMC at a price of \$18,597.00 from the Capital Projects Account #991. Motion carried unanimously.

Michigan's Publicly Funded Health Insurance Contribution Act – On September 24, 2011, Governor Snyder signed into law Michigan's Publicly Funded Health Insurance Contribution Act which caps the amount that public employers may contribute to health insurance premiums on behalf of their employees. The Act allows two options for employers: they may adopt the Hard Caps from the Act or they may Opt-in to an 80%/20% co-payment arrangement with employees. The Personnel Committee unanimously recommends that JDL Opt-in to the 80%/20% co-payment arrangement with employees. By law, JDL's Board of Trustees must approve the 80%/20% opt-in on an annual basis. Moved by Heather Albee-Scott, supported by David Zuleski, to accept the Personnel Committee's unanimous recommendation to Opt-in to the 80%/20% co-payment arrangement with employees. Motion carried unanimously.

United Way Center for Family Prosperity – George Sewell and Debra Carmody reported on a meeting they attended with other non-profit agencies to discuss the possibility of a "one Stop Shopping" concept for all social services. Participants will be forming work groups to explore creating this center which would be located on the United Way campus. Some funding has been received for this project but they will need to raise more. The Felician Sisters will anchor one part of it with their daycare center. Ishwar told the board that more information would be forthcoming and that JDL will participate on the working area committees.

Other:

Checking Account – Vicki Baldwin reported that Jackson District Library has a checking account managed by JFP Benefit Management, Inc. for the purpose of an employee flexible spending account. The check signers on JDL's Flexible Spending account managed by JFP Benefit Management, Inc. will include:

For JFP Benefit Management, Inc.:

- The Vice President of Operations
- The Vice President of Administration

For Jackson District Library:

- The Director of the Library

Moved by George Sewell, supported by David Zuleski, that the Board of Trustees authorize opening an account to be managed by JFP Benefit Management, Inc. at Hillsdale County National Bank for the purpose of an employee flexible spending account with the check signers as stated above. Motion carried unanimously.

Upcoming Meetings – Ishwar noted that there is very little business for the November 7, 2013 special meeting and recommends that the meeting be canceled and move the agenda item to the regularly scheduled November 21, 2013 board meeting. Board members agreed and also canceled the Facilities Committee meeting scheduled for November 7, 2013. All members are urged to attend the Finance Committee meeting schedule for Monday, November 18, 2013 at 9:30 a.m.

Communications: Communications were included in the packet.

Trustee Comments: There were no additional comments.

Moved by George Sewell, supported by Heather Albee-Scott, that the meeting be adjourned at 7:18 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)