



**MINUTES OF THE RESCHEDULED REGULAR MEETING OF THE BOARD OF TRUSTEES  
OCTOBER 8, 2015  
CARNEGIE LIBRARY, McINTYRE ROOM, 244 W. MICHIGAN AVE., JACKSON, MI**

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

**ROLL CALL:**

**Board Members Present:** Jacqueline Barber, Darrell J. Durham, Theodore R. Kolman, Beverley McGill and George Sewell

**Board Members Absent:** Heather Albee-Scott (excused) and David Zuleski (excused)

**Director:** Ishwar Laxminarayan

**Staff Present:** Lorraine Butchart, Jean Dailey, Erica Grimm, Kathy Schoening, Deb Sears, Donna Smith, and Sara Tackett

**Others Present:** None. Public attendance sign-in sheet attached to official minutes.

**Consent Calendar:** Moved by Ted Kolman, supported by Beverley McGill, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of July 23, 2015, the Special meeting of August 26, 2015, and the Gifts and Donations and Personnel Actions for July and August, 2015. Motion carried unanimously.

**Public Comment:** Deb Sears invited board members and everyone present to attend the special Surveying Michigan 200<sup>th</sup> Anniversary commemorative event on October 11, 2015 at 2:00 p.m. to be held at Leslie High School. The Initial Points on the Meridian for the Baseline are the basis for all land surveys in Michigan and parts of Ohio. Every property description is referenced from these points. A new marker will be dedicated for the Meridian Baseline State Park.

**Special Announcements/Presentations:**

Erica Grimm, Brooklyn Branch Manager, presented information about the history, staff and activities at the Brooklyn Branch. They have an active Friends Group and enjoy good community support. Erica has been successful with grant writing and has received funding from MIS Cares for leveled readers for the Brooklyn Branch and support of STEM programs district wide. She is also active with the Centralized Programming Committee, especially with Early Literacy Programs. Examples of programs “in a box” were presented and reviewed. Brooklyn also has a “Storytime for Families” program that has been very well received. The board thanked Erica for her report and enthusiasm.

**Current Bills:** Moved by Ted Kolman, supported by Jackie Barber, to approve the current bills for July and August 2015 as presented. Motion carried unanimously.

**Financial Reports:** Moved by Ted Kolman, supported by Jackie Barber, to approve the current financial reports for July and August 2015 as presented. George Sewell noted that JDL looks to be in good shape at this time. Motion carried unanimously.

## **Committee Reports:**

Facilities Committee: The August Facilities Committee Meeting was cancelled.

Finance Committee: Ted Kolman reviewed the topics discussed at the September 21st Finance Committee meeting which included Timekeeping/Payroll Software and investments. The minutes were included in the board packet.

Personnel Committee: George Sewell reported that the Personnel Committee met and discussed the Director's Review process. Minutes of the September 9, 2015 meeting were included in the board packet.

**Director's Report and Activities:** Ishwar highlighted the district reports for July and August noting the creative programming efforts from all the branches. He also updated the board members on warranty work underway at the Meijer Branch, recent video game thefts at a couple of branches, and the closing of the Friends Book Cellar in the Administration Building Basement.

Statistics: Circulation numbers and patron visits are dropping a bit due to the construction around the Carnegie Library but continue to increase slightly overall district-wide. The computer usage is holding steady.

Strategic Plan: Ishwar reported that all the Action Teams are actively engaged in the strategic planning process facilitated by Karla Holmes. He met with Karla today and can report that everything is going well. All teams are in the process of writing goals and objectives with lots of discussions and research.

Community Initiatives: The new financial stability initiative, championed by United Way, Community Action Agency and JDL, will be launched soon. Bev McGill noted that the Jackson School of the Arts has a great library story posted on their website.

## **Old Business:**

Investments: Ted noted that as discussed at the Finance Committee meeting, the CD came due at OSB and the funds were deposited into the savings account at Flagstar Bank. The Finance Committee is recommending that the funds from this CD remain in the Flagstar Savings account until needed. Moved by Ted Kolman, supported by Jackie Barber, to leave the funds from the CD which matured at OSB in the savings account at Flagstar Bank until needed for operations. Motion carried unanimously.

Woodlands Library Cooperative: In Heather's absence, Ishwar reported that the Woodlands Cooperative gave \$1000 mini-grants to all member libraries. JDL will be using these funds for mobile circulation which is currently being piloted at the Carnegie Library.

Friends of the Jackson District Library: Sara Tackett reported that the books from the Book Cellar have been packed up and there are 7-8 pallets of boxes awaiting pickup from Better World Books for recycling. The Friends goal is get books into people's hands in the community and are exploring numerous outreach opportunities. Ishwar noted that the Open House attracted approximately 45 participants, many memories were shared and everyone enjoyed the event.

2016 Young Poets Contest: Jean Dailey reported that the Guest Poet, Kenn Nesbitt, was in Jackson this week to kick-off the 2016 Young Poets Contest. He gave ten presentations at eight different schools which also included a very successful Family Night as well as a shore (short?)

performance at the Breakfast Rotary Club. Approximately 2400 students, teachers and parents attended these presentations and Kenn was featured on the Bart Hawley Show. Special thanks to the Craft Agency, Holiday Inn Express and Suites, and the Friends of the Jackson District Library for their support of Kenn's visit.

Other: There was no other Old Business.

**New Business:**

2015 Tax Rate Request: Each year the Library has to request the voted millage from the County Board of Commissioners. The official form was signed and submitted to all taxing entities. Moved by Beverley McGill, supported by Jackie Barber, that the 2015 Tax Rate Request be approved as submitted to the Jackson County Board of Commissioners. Motion carried unanimously.

Employer Insurance Contribution Resolution: Michigan's Publicly Funded Health Insurance Contribution Act (PA 152 of 2011) caps the amount that public employers may contribute to health insurance premiums on behalf of their employees. There are two options available under the Act. Section 3 of PA 152 provides that a public employer shall not pay annual health care costs more than the amounts annually designated by the State of Michigan for single, double, or family coverage. Section 4 of PA 152 provides that a public employer shall not pay more than 80% of the total annual costs of all medical benefit plans it offers or contributes to for its employees. Moved by George Sewell, supported by Jackie Barber, to accept the Personnel Committee's unanimous recommendation to approve the Resolution that Jackson District Library elects to comply with the 80% limitation in Section 4 of PA 152 for medical benefit plan coverage years beginning on or after January 1, 2016. Roll Call Vote: Barber, Yes; Kolman, Yes; McGill, Yes; Sewell; Yes; and Durham, Yes. Motion carried unanimously.

Other: Ishwar announced that he has been notified by the State Librarian that JDL was selected to receive one of two Citation of Excellence Awards given to Michigan libraries this year. The award and a cash gift of \$500.00 will be presented at the Friday Luncheon during the Michigan Library Association Annual Conference on October 30, 2015. Heather Albee-Scott will be attending the conference this year and has agreed to accept the award on behalf of the board. Please let Jean or Ishwar know if you would like to attend this event which will be held in Novi.

**Communications:** It was noted that there was interesting letters and notes in the communications that were included in the packet. Darrell shared a letter of response that will be sent addressing the concerns of closing the Friends Book Cellar.

**Trustee Comments:** Darrell commented that he appreciated the discussions and support expressed during the Board Meeting and Study Session.

Moved by Ted Kolman, supported by George Sewell, that the meeting be adjourned at 7:10 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman  
Secretary/Treasurer

(Jean Dailey, Recorder)