



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OCTOBER 27, 2016
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:05 p.m.

ROLL CALL:

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

Board Members Absent: Beverley McGill (excused)

Director: Sara Tackett

Staff Present: Vicki Baldwin, Lorraine Butchart, Jean Dailey, Gretchen Dula, Andy Lane, Donna Smith, Mike Way, and Danah Wayne.

Others Present: 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 August 25, 2016, as well as the Gifts and Donations and Personnel Actions for August and September 2016. Motion carried unanimously.

Public Comment: There was no public comment.

Special Announcements/Presentations:

Summer Reading Program: Gretchen Dula, Interim Youth Services Coordinator, presented information and statistics about the 2016 Summer Reading Program. The program was changed up a bit this year. Managers and Youth Service Personnel met in a facilitated planning session in December 2015 to review past Summer Reading Programs and to plan for 2016. It was decided to incorporate badges and add activities to reading requirements. Gretchen noted that we have received a lot of good feedback about this year's program with the addition of badges, activities and the capability to register online. They are planning to have another evaluation/planning session soon to get ready for 2017. The board thanked Gretchen for her report and for all the work on the program.

Social Media Video: The board watched the video which was written, produced and directed by Anna Merritt, Meijer Branch. This video debuted at the #StellarStaffDay (All Staff Day) on Monday October 10, 2016 and featured JDL staff in starring roles. The board thought everyone involved did a great job making a wonderful video. President Durham declared it to be #Hilarious!

Current Bills: Moved by Heather Albee-Scott, supported by Elli Blonde, to approve the current bills for August and September 2016 as presented. Areas of discussion included Indirect State Aid and projections. Motion carried unanimously.

Financial Reports: Moved by Heather Albee-Scott, supported by David Zuleski, to approve the current financial reports for August and September 2016 as presented. Motion carried unanimously.

Committee Reports:

Facilities Committee: Jackie Barber reviewed the minutes of the Facilities Committee held on October 5, 2016 which were in the packet. Items discussed included the retaining wall behind the Administration building, computer desks and outlets at Brooklyn Branch, and the MVO Room and Silo Roof at Carnegie. Mike reviewed the planning spreadsheet detailing the short and long range projects scheduled at all the branches for the next few years.

Finance Committee: Ted Kolman reviewed the discussion topics from the Finance Committee meeting held on October 17, 2016 as presented in the minutes included in the informational packet. There was a presentation and discussion on the MERS Defined Benefit Annual Actuarial Valuation Report and payment options. Also the committee is recommending to roll over the CD that is up for renewal at Michigan Community Credit Union. The CD Renewal is an action item listed as Investments under New Business on tonight's agenda.

Personnel Committee: Darrell Durham reported that the Personnel Committee has not met.

Director's Report and Activities: Sara Tackett reported that there were lots of great activities as well as interesting and creative programs presented during the Summer Reading Program.

#StellarStaffDay was a great day which featured interesting programs and sessions on a variety of topics. Some of the highlights mentioned in staff evaluations were the Active Shooter presentation by City of Jackson Police representatives, the mobile epiQ Escape Room which allowed for teamwork and problem solving, sessions on social media and genealogy presented by staff and great food!

Jean Dailey and Liz Raduazo were successful in their grant application to MCACA and JDL has been notified that we will receive a \$13,500 grant for Jackson Storyfest 2017. This will allow us to expand to include High Schools and engage additional storytellers.

Under Community Initiatives, Sara announced that JDL has been selected to serve as the fiduciary agent for the Financial Stability Network Coordinator. Discussions and planning for the Financial Stability Network have been ongoing for over two years and have now reached the implementation stage.

The statistic reports for August and September were included in the informational packet. They are self-explanatory and there were no questions or discussion.

Old Business:

Woodlands Library Cooperative: Heather Albee-Scott reported that both she and Liz Raduazo were able to attend the Cooperative meeting held in September. She continues to be impressed with Woodlands' Director, Kate Pohjola Andrade, who Heather described as very dynamic and knowledgeable. Topics of discussion at the meeting included Penal Fines, upcoming workshops and member libraries with Van Buren District Library leaving and East Lansing joining. Heather is confident that Liz Raduazo who is very knowledgeable with funding and a very active library patron and community member, will do a great job representing JDL.

Friends of the Jackson District Library: Sara reported that the Friends had their 49th Annual Dinner/Meeting on Tuesday, October 25th, at 6 p.m. at the Meijer Branch with good attendance. Sue Weible gave the program on Jackson history. They are planning their Book and Bake Sales in conjunction with the Holiday Open House at Carnegie on November 18th. They have also agreed to help sponsor the Carnegie Art & Wine Tour to be held from 6-8 p.m. on December 9th. Darrell encouraged all board members to join the Friends group of their choice.

Other: There was no other old business.

New Business:

2016 Tax Rate Request: Each year the Library has to request the voted millage from the County Board of Commissioners. Moved by Heather Albee-Scott, supported by David Zuleski, that the 2016 Tax Rate Request be approved as submitted to the Jackson County Board of Commissioners. Motion carried unanimously.

Investments: Moved by Elli Blonde, supported by Heather Albee-Scott to accept the recommendation of the Finance Committee to reinvest the CD that is up for renewal at Michigan Community Credit Union for a period of 18 months. 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 Heather Albee-Scott, supported by Elli Blonde, 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, 2017. Motion carried unanimously.

Other: There was no other new business.

Communications: Communications were included in the packet.

Trustee Comments: Darrell Durham hopes that all the trustees will be able to attend the “Watch Party” at Chuck and Linda Furgason’s on November 8, 2016.

Moved by Ted Kolman, supported by Heather Albee-Scott, that the meeting be adjourned at 7:08 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)