



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 28, 2017**

CARNEGIE LIBRARY, CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVENUE, JACKSON, MI

President Heather Albee-Scott called the meeting to order at 6:00 p.m.

ROLL CALL:

Board Members Present: Heather Albee-Scott, Jacqueline L. Barber, Elli E. Blonde, Darrell J. Durham, Theodore R. Kolman, Beverley G. McGill and Anthony F. Raduazo

Board Members Absent: none

Director: Sara Tackett

Staff Present: Vicki Baldwin, Liz Breed, Jean Dailey, Erin Kurtz, Andy Lane, Danielle Leithauser and Michael Way.

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

Oath of Office: Heather Albee-Scott welcomed Anthony F. Raduazo and he took the oath of office as a new member of the Board of Trustees.

Commitment to Serve: Anthony Raduazo reviewed and signed the Commitment to Serve document for 2017.

Consent Calendar: Moved by Darrell Durham, supported by Bev McGill, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of July 27, 2017, Gifts and Donations for July and August 2017 and Personnel Actions for July and August 2017. Motion carried unanimously.

Public Comment: There were no public comments.

Special Announcements/Presentations:

Eastern Branch Reports: Erin Kurtz, Eastern Branch Manager updated the board on the programs and activities offered at the Eastern branch. Special programs and activities include: Summer Reading Programs; participation in "Meet Up, Eat Up; Yoga; Outreach Story Times; Book Club meeting at the Winery; Ukulele Jam Sessions and Group; Elvis Impersonator; Petting Zoo; Genealogy; and Cake Decorating. Eastern also hosted an Open House to celebrate the branch's 30th Anniversary. Over 400 people including former staff members, friends and patrons attended and enjoyed the entertainment, food, decorations and the display of photos documenting activities and events over the past 30 years. Erin noted that she joined JDL in April 2017 and that they have seen a number of staff changes over the past year. The board thanked Erin and the staff for their dedication to providing excellent services in their community.

Project BRIDGE: Danielle Leithauser, Project BRIDGE Coordinator, presented the status of the various programs that comprise the Project BRIDGE initiative. Music & Memory started as a pilot program in June 2017 and currently serves 27 participants residing in care facilities and private homes. The Music & Memory kit which includes the iPod, playlist, headphones, and instructions was circulated among the board members. The Journeys program began the pilot stage in August and is currently being tested in two care facilities. Activity Directors present programs using the materials in the kits. Danielle shared contents of the "Travel to Poland" kit for board members to review. JDL on the Road will kick off in November 2017 with Storyteller Adam Mellema presenting at 3-5 facilities. TimeSlips (creating stories with pictures) will begin in January 2018; however, facilitator training will start for staff members soon. The final program – Connections – is set to premiere in March 2018 with librarians completing the selection of books for the

program this month. Everyone seems very receptive and excited about these new programs to serve our senior population and their caregivers.

Current Bills: The current bills were presented and reviewed. Moved by Tony Raduazo, supported by Elli Blonde, to approve the current bills for July and August 2017 as presented. Motion carried unanimously.

Financial Reports: The current financial statements were presented and reviewed. Moved by Ted Kolman, supported by Jackie Barber, to approve the current financial reports for July and August 2017 as presented. Motion carried unanimously.

Committee Reports:

Executive Committee: Heather Albee-Scott reported that the Executive Committee had not met since the prior board meeting.

Finance Committee: Ted Kolman reviewed the minutes from the September 25, 2017 Finance Committee meeting which included discussions regarding Tax Captures, Tax Rates, bids for facility projects at the Concord and Eastern Branches, financial reports and banking/investments. The committee is recommending that funds currently at Fifth Third be changed to accounts or CDs at Old National and Flagstar Banks.

Director's Report and Activities: Sara Tackett highlighted activities at all the branches as presented in the Board informational packet. She also noted:

- Outside the Lines programs presented in September.
- Update on Community Collaborations including the Financial Stability Network, C2C, HIO, Great Start, Playgroups and "Community Living Room".
- Sara noted that the Community Health Assessment survey has been expanded to include other areas of community concerns in addition to health issues. This survey will begin soon and Sara urged everyone to take the survey if they are contacted to participate.

Statistics: Circulation numbers, computer usage and patron visits were reviewed.

Old Business:

Tax Captures: Information was provided in the board packet with the details of the amount of taxes that local financing authorities have captured. The recommendation is for JDL to opt out of all the authorities that libraries are allowed to under the new legislation passed by the State of Michigan. Moved by Tony Raduazo, supported by Ted Kolman for the Jackson District Library to opt out of financing authorities that meet the criteria set in the new legislation. Roll Call Vote: Albee-Scott – Yes, Barber – Yes, Blonde – Yes, Durham – Yes, Kolman – Yes, McGill – Yes, and Raduazo – Yes. Motion carried unanimously.

Woodlands Library Cooperative: The report on the latest Woodlands Library Cooperative meeting from Liz Raduazo was included in the Board informational packet.

Friends of the Jackson District Library: The Friends of the JDL Annual Dinner and Meeting will be held October 17, 2017 at the Meijer Branch Library. Sara noted that they still need donations of books for their sales at the "Book Corner" and the Holiday Open House in November. Due to her current teaching schedule, Heather Albee-Scott is no longer able to attend the Friends' board meetings to represent the JDL Board. Elli Blonde stated that she may be able to fill this position and will check her schedule for availability.

Other: There was no other Old Business.

New Business:

Eastern Branch Parkng Lot Bids: Sara and Mike Way reviewed the scope of work for the Eastern Branch Parking Lot which would include paving, electrical for signage and security camera, gate removal and lighting. This would be for the front part of the lot only at this time. Moved by Tony Raduazo, supported by Ted Kolman, to approve the bid from DE Excavators for the amount of \$48,582 as well as the addition of Security Camera(s) as needed for the Eastern Branch Parking Lot project. Roll Call Vote: Albee-Scott – Yes, Barber – Yes, Blonde – Yes, Durham – Yes, Kolman – Yes, McGill – Yes, and Raduazo – Yes. Motion carried unanimously.

Concord Branch Upper Level Renovation Bids: Sara provided information about the Concord Branch renovation which has been discussed since 2015. Donations have been received for this project and the estimated cost sheet for components of the project was presented. It was noted that funds for this complete project had been included in the current year's budget. Moved by Elli Blond, supported by Bev McGill, to approve the low bid from Jones Construction at a cost of \$89,500 for the entire renovation project. Roll Call Vote: Albee-Scott – Yes, Barber – Yes, Blonde – Yes, Durham – Yes, Kolman – No, McGill – Yes, and Raduazo – Yes. Motion carried with Yes – 6 and No - 1.

2016 Tax Rate Request: Each year the Library has to request the voted millage from the County Board of Commissioners. Moved by Elli Blonde, supported by Jackie Barber, that the 2017 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 Ted Kolman, 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, 2018. Motion carried unanimously.

Local Author Policy: Moved by Tony Raduazo, supported by Darrell Durham, to adopt the proposed policy in regards to local authors as recommended by the JDL Selection Committee. Motion carried unanimously.

Other: There was no other New Business.

Communications: Communications were included in the Board Informational Packet.

Trustee Comments: Heather Albee-Scott welcomed Tony Raduazo to the board. Elli Blonde noted that she appreciated the differences in opinions being shared in discussions at tonight's meeting. There were no other trustee comments at this time.

Moved by Darrell Durham, supported by Ted Kolman, that the meeting be adjourned at 7:45 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)