



MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
September 27, 2018
EASTERN BRANCH LIBRARY, 3125 EAST MICHIGAN AVENUE, IN THE KNIBLOE ROOM

President Elli Blonde called the meeting to order at 6:00 p.m.

ROLL CALL:

Board Members Present: Heather Albee-Scott, Jacqueline L. Barber, Elli E. Blonde, William Jors, Shane LaPorte, and Beverley G. McGill

Board Members Absent:

Director: Sara Tackett

Staff Present: Vicki Baldwin, Jason Shoup, Mike Way, Danah Wayne and Erin Brozowski.

Others Present:

Consent Calendar: Moved by Shane LaPorte, supported by William Jors, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of July 26, 2018, the minutes of the Board Study Session of September 13, 2018, Gifts and Donations for July and August 2018, and Personnel Actions for July and August 2018. Motion carried unanimously.

Public Comment: There were no public comments.

Special Announcements/Presentations:

Eastern Branch Report: Branch Manager Erin Brozowski has been with JDL for about a year as manager and was with the library before as a Page and is very happy to be back. The Summer Reading Program had a rock theme and was extremely popular. The East Branch has partnered with Grand River Brewery for trivia events and has found great success with it. Several arts and crafts sessions were held at the East Branch and were very successful. They have added yoga for adults, story time, and a Ukulele group that patrons would join. They have added Bouncing Babies to their calendar as well as a food pantry and a book or puzzle swap for patrons.

Current Bills: The current bills were presented and reviewed. Moved by Heather Albee-Scott, supported by Beverly McGill, to approve the current bills for July and August 2018. Motion carried unanimously.

Financial Reports: The current financial statements were presented and reviewed. Moved by Beverly McGill, supported by Heather Albee-Scott, to approve the current financial reports for July and August 2018 as presented. Vicki Baldwin shared that the line items in the report reflect correct percentages, however the total percentages are not correct as shown in the board packet. This has been corrected. Motion carried unanimously.

Committee Reports:

Finance Committee

Everything in the finance report is in order. The committee discussed what updates could be made to facilities given the "good shape" that finances are in. Shane LaPorte asked what could be paid in liabilities to lower them. Last year \$750k was paid to insurance to take that liability from 88% to 97%. To make this 100% JDL would need to pay about \$200k-\$300k, currently \$15k is paid a month to the insurance

Facilities Committee

The 3 week project at Carnegie of a new elevator and stripping and repairing of the floors on the second floor was planned for the end of August and has been completed. The committee discussed new and more cameras being placed in Carnegie as well. There was a mechanical issue with the large delivery van over the summer. No updates from the City of Jackson on the on the parking structure project. The Smart Energy district meeting was a "start over" meeting due to new members from Consumers Energy. A security cameras update in planning for Carnegie and other branches in the future. The committee discussed the Board visit to the Springport Branch in July.

Personnel Committee

The committee reviewed the Personnel Policies and the Handbook for Non-Union and Administrative Employees. The Director's Evaluation is coming up in October, please be aware and watch for communications in regards to this. Also, because when asked what a board member does the answer is never really clear, there is a Board Member job description in the works.

Director's Report and Activities:

District Highlights: Sara Tackett highlighted activities at all the branches as presented in the Board informational packet. Sara Tackett shared that the staff luncheon was a success. Danah and Theresa planned a nice lunch, nice raffle prizes, and everyone seemed very happy with the day. Approximately 130 employees attended. Everyone was released for the day with pay until 6:00pm.

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

JDL Hotspots: Sara Tackett shared the results of a survey taken by branches in regards to the Hotspot collection as well as the usage across the county.

Old Business:

Friends of the Jackson District Library:

The JDL Friends are working on their last Cruise Night this Friday night, September 28, 2018. They are also planning their annual dinner, please RSVP to this event if you can attend. The Holiday Open House will be held at Carnegie and will include Santa Claus, a bake sale and book sale. A Friends gathering is being planned for Friends of all branches to meet and collaborate. The Meijer Friends have a book and bake sale coming up soon that will continue to help with the sprinkler system and other ways to beautify the grounds.

Storyfest 2018: Storyfest will be held October 17-19, 2018 where 22 tellers will tell stories to preschool age to senior citizens. School sessions will be on the 18th and 19th and over 13,000 students will be involved. If Board members are able to attend any of the school sessions please let Sara know.

Other:

New Business:

2018 Tax Rate Request: The 2018 Tax Rate Request was presented and reviewed. The Request has already been submitted because of a deadline. It was discussed and decided to move this item to the July meeting for approval in 2019. Moved by Shane LaPorte, support by Heather Albee-Scott. Motion carried unanimously.

Employer Insurance Contribution Resolution: The resolution was presented and reviewed. Moved by Heather Albee-Scott, support by Jacqueline Barber. Shane LaPorte asked what the hard cap is. The Resolution states that the library will cover 80% and the employees are responsible for 20%. The hard cap information will be needed for negotiations. Votes: Heather Albee-Scott NO, Jacqueline Barber YES, Elli Blonde YES, William Jors YES, Shane LaPorte Yes, Beverly McGill ABSTAIN.

Human Resources Policies: The policies were presented and reviewed Moved by Beverly McGill, supported by Heather Albee-Scott. The Board was pleased to see the adjustment to Bereavement and the explanation of "Excessive Absenteeism" Motion carried unanimously.

Employee Handbook for Non-Union and Administrative Employees: The handbook was presented and reviewed. Moved by Beverly McGill, supported by Heather Albee-Scott. Motion carried unanimously

Computer Use Policy: The policy was presented and reviewed. Moved by Beverly McGill, supported by Jacqueline Barber. It was explained that the changes will allow patrons will no longer be blocked from using the computers. Filters were discussed, while they coincide with this policy. Motion carried unanimously

Finance Policy: The policy was presented and reviewed. Moved by Beverly McGill, supported by William Jors. The Board thanked Vicki Baldwin for the highlights to show the updates. Branches are given \$250 petty cash and the Administration Office also has \$250 petty cash. Motion carried unanimously.

Other: There was no other New Business.

Communications: Communications were included in the Board Informational Packet.

Trustee Comments: Bill Jors shared that he has heard how great the summer reading program was this past summer. Also he shared that Hillsdale County does not have a county-wide library system that North Adams is getting a library but that is really the only one. He mentioned that our board could offer support to the county by using our model to help them create a better system. Literacy is an issue in Hillsdale. Beverly McGill asked about the open Trustee position. The City is looking for someone with a tech background and there are a couple of possible candidates. Elli is meeting with Derek in October to review the applications. The City appoints the Trustee to our board. Discussion of the Woodlands representative from Jackson. The Board needs to appoint someone, it should be a board member. Liz Raduazo was the representative, but has left the area. The Woodlands Board meets every other month and the sites rotate. Sara will share a schedule with Elli.

Moved by Shane LaPorte, supported by Bill Jors, that the meeting be adjourned at 6:55p.m. Motion carried unanimously.

Respectfully submitted,



William Jors
Secretary/Treasurer

(Diane Anderson, Recorder)