



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
JANUARY 26, 2012
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:19 p.m. immediately following the Annual Meeting of the Jackson District Library Board of Trustees.

ROLL CALL:

Board Members Present: James E. Best, Teresa T. Delph, Darrell J. Durham, Deborah A. Herbert, Theodore R. Kolman, Lawrence S. Sanders (arrived at 7:00 p.m.), George H. Sewell

Board Members Absent: none

Director: Ishwar Laxminarayan

Administrators Present: Vicki Baldwin, Jim Delaney, Sara Tackett, Mike Way

Others Present: Jean Dailey, Administrative Secretary, Lorraine Butchart, Melissa Peters; Kathy Schoening, Debby Sears and Donna Smith. Public attendance sign in sheet attached to official minutes.

Consent Calendar: Moved by Teresa Delph, supported by James Best, that the consent calendar be approved as presented, inclusive of the minutes of the Public Hearing and Regular Meeting of December 8, 2011, as well as the Gifts and Donations and Personnel Actions. Motion carried unanimously.

Public Forum: The meeting was opened for public comment. There were no comments at this time.

Special Announcements/Presentations:

Financial Literacy Grant – Debby Sears was very pleased to announce that Jackson District Library and its partners – the Community Action Agency, Central Michigan 2-1-1, Marriage Matters and United Way of Jackson County, were approved to receive a grant from ALA and FINRA of over \$99,000 to make financial literacy resources, programs and information available to families and households in Jackson County. This program, entitled “Let’s Talk About Money”, will build and expand upon financial literacy and financial information programs currently being delivered in Jackson County. Debby also mentioned that she has already been contacted by the *Detroit Free Press* regarding an article they would like to publish about this grant award. The board thanked Debby for all her work in helping to secure this grant.

Current Bills: Moved by Jim Best, supported by Teresa Delph, to approve the current bills for December, 2011 as presented. Questions were received and answered regarding the special allocation for e-books and gifts and memorials expenses and donations. Motion carried unanimously.

Financial Reports: Moved by George Sewell, supported by Deb Herbert, to approve the current financial reports for December, 2011 as presented. There was discussion regarding

Property Tax Refunds, Salary and Wages, Building Improvements, Computer Equipment, Other Assets, and the terminology of “net income”. Motion carried unanimously.

Committee Reports:

Facilities Committee: Darrel Durham reviewed the minutes of the meeting which were included in the board packet. Meeting highlights included the proposed Coffee Cart at the Carnegie Branch, issues with the glass wall in the new Media Room I, RFP for the proposed Meijer remodel and expansion, and the parking lot west of the Administration Building.

Finance Committee: Jim Best reported that the Finance Committee had not met in January.

Personnel Committee: Teressa Delph reported that the Personnel Committee had met previous to tonight’s meeting and minutes would be included in next month’s board informational packet. Topics of discussion included salary adjustments and contract renewals for the Human Resources and Facilities Administrators, new hires, and vacation carry-over.

Director’s Report and Activities: Ishwar briefly highlighted the report which was in the board informational packet. Darrell Durham asked why all the branches were not included in the branch report. Ishwar responded that although reports are requested from all branches, they don’t all have activities and/or programs every month that they feel need to be highlighted. The board would like to encourage all branches to be represented even if nothing out of the ordinary is scheduled.

Statistics: Ishwar gave a power point presentation on statistics that included not only the December, 2011 numbers but also comparisons for 2011 and previous years. Statistics available from the Woodlands Overdrive collection were also presented and reviewed.

Old Business:

Woodlands Library Cooperative: Larry Sanders reported that Woodlands is holding their own financially.

Jackson County Chamber MLK Diversity Breakfast: Teressa Delph reported that this was one of the best breakfasts they have had for the Martin Luther King, Jr. celebration. There were over 400 in attendance including about 100 students. The speaker was excellent and everyone enjoyed the event.

Sara Tackett expressed appreciation to the board on behalf of the Youth Center for sponsoring their attendance to this event. The students really appreciated the opportunity to attend and enjoyed the breakfast and the program.

Reciprocal Borrowing Agreement with Albion District Library: Moved by Larry Sanders, supported by George Sewell, to renew the agreement between the Albion District Library and the Jackson District Library for Reciprocal Borrowing Privileges. Motion carried unanimously.

Michigan Connection Exhibition at Olivet College: JDL lent three of our paintings for this event at Olivet College and the board is invited to attend.

Other: There was no other old business.

New Business:

2012 Mileage Rates: Information on the 2012 mileage rates was included in the board informational packet.

Personal Property Tax: A meeting was held on January 13, 2012 with Senator Michael Nofs (author of the PPT Bill) and representatives of the Jackson District Library, Albion District Library, Woodlands Cooperative and Michigan Library Association. Deborah Herbert reported on the meeting, relevant issues and requested that board members review the information from this meeting that she distributed.

Administrator Contract Renewals and Salary Adjustments – Human Resources and Facilities: George Sewell reported that based upon a favorable evaluation, the Personnel Committee unanimously recommends annual salary adjustments and renewal of the three-year Employment Agreements for both the Human Resources and Facilities Administrators. Moved by George Sewell, supported by Deborah Herbert, to approve the Personnel Committee's unanimous recommendation and annual salary adjustments for the Human Resources and Facilities Administrators as well as renewal of their three-year Employment Agreements. Motion carried unanimously.

2011 Budget Adjustments – Ishwar reviewed the recommended adjustments to the 2011 Budget. Moved by Ted Kolman, supported by Jim Best, to accept adjustments to the 2011 Budget as presented. Motion carried unanimously.

MERS 457 Supplemental Retirement Program Participation Agreement and Resolution: Jim Delaney shared information regarding the MERS 457 Supplemental Retirement Program. The Personnel Committee unanimously recommends that Jackson District Library adopt the MERS 457 Supplemental Retirement Plan in addition to its other retirement options; the MERS 457 Supplemental Retirement Plan will be available to all employees for salary deferral. Moved by George Sewell, supported by Teressa Delph, to adopt the MERS 457 Supplemental Retirement Plan. Motion carried unanimously.

Other:
There was no other new business.

Communications: Communications were included in the packet. George Sewell commented that the letter and brochure from the Art à Loan program was very interesting and that it seemed like an excellent program. Darrell Durham congratulated George Sewell on his reappointment to the Library Board for another four year term.

Public Forum: The meeting was opened for public comment. Mike Way invited the board members to tour the new Media Room construction project following the meeting.

Trustee Comments: Deb Herbert congratulated Darrell Durham and wished him luck in the role of President. Teresa Delph added her congratulations also.

Darrell Durham thanked the board and commended Deborah for her work as President the past few years.

Jim Best suggested that JDL establish an "Employee of the Year Program". The administration will take this idea under advisement.

Moved by Larry Sanders, supported by George Sewell, that the meeting be adjourned at 7:45 p.m. Motion carried unanimously.

Respectfully submitted,

James E. Best
Secretary/Treasurer

(Jean Dailey, Recorder)