



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 23, 2012
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:03 p.m.

ROLL CALL:

Board Members Present: James E. Best, Teressa T. Delph, Darrell J. Durham, Deborah A. Herbert, Theodore R. Kolman, Lawrence S. Sanders

Board Members Absent: George H. Sewell (excused)

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 Ted Kolman, supported by Jim Best, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of January 26, 2012, 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:

Technology Task Force – This presentation was postponed to the March 22, 2012 board meeting.

Carnegie Branch Report – Melissa Peters reported on activities and changes at the Carnegie Branch via a PowerPoint presentation. Children's Department programming including Prime-Time Reading, Every Child Ready to Read, Summer Reading Programs and Yu-Gi-Oh were featured. The Circulation Department report highlighted changes in the facilities such as the Coffee Cart, Reading Room, Staff Lounge, Self-Holds, etc. Debby Sears reported on numerous Reference Department programs and activities including the Community Forums, Author Talks, World War II Series, collaborations with community organizations, community outreach, public computer usage and technical assistance. The board thanked Melissa, Debby and the Carnegie staff for their dedication to providing quality service and programming to library patrons.

Current Bills: Moved by Teressa Delph, supported by Jim Best, to approve the current bills for January 2012 as presented. Darrell Durham asked for clarification on the amount listed under line item #101-975 (Building Additions/Improvements). Ishwar explained that this was a partial payment for the new floor in the Carnegie Media Room. Motion carried unanimously.

Financial Reports: Moved by Ted Kolman, supported by Jim Best, to approve the current financial reports for January, 2012 as presented. There was discussion regarding Property Tax Refunds, Penal Fines, Grants, and receipt of a property tax payment. Vicki reported that the terminology of “net income/loss” will become “change in net assets” on the Income Statements. This wording has been verified with the auditor in response to a question from Jim Best at the January 26, 2012 board meeting. Motion carried unanimously.

Committee Reports:

Facilities Committee: Darrel Durham reported that members of the Facilities Committee had met with three prospective architect firms regarding their proposals for the design phase of the Meijer Branch remodel/addition project. There will be a recommendation given later in the meeting for this topic.

Finance Committee: Jim Best reported on the February 21, 2012 Finance Committee meeting. Discussion items were reflected in the minutes and included January 2012 Financials, Michigan Tax Tribunal decisions, budget adjustment for Carnegie Lower Lobby project, Meijer Branch project and Fund Balance projections. The next meeting of the Finance Committee is scheduled for Tuesday, March 20, 2012 at 2:00 p.m. in the Administration Building Conference Room.

Personnel Committee: Teressa Delph reported that the Personnel Committee had not met this month. Minutes for the January 26, 2012 Personnel Committee meeting were included in the board informational packet. Topics of discussion included salary adjustments and contract renewals for the Human Resources and Facilities Administrators, new hires, JDL Flower Fund, MERS 457 Supplemental Retirement Program, and vacation carry-over. The Personnel Committee is scheduled to meet again on Thursday, March 22, 2012 at 3:00 p.m. in the Administration Building Conference Room.

Director’s Report and Activities: Ishwar observed that all branches had submitted reports on their programs and activities for this month’s report. He noted that there were lots of programs across the district and observed that programs and activities with food themes seem to attract a lot of people. Highlighted topics included the relocation of Interloan to Technical Services; Eastern branch’s work with local schools; Grass Lake’s very interesting programs with seniors and special needs; and Henrietta branch’s parties. He noted that Donna Smith continues to work very hard to get the word out regarding all the services, programs and activities offered by Jackson District Library.

Statistics: Ishwar reviewed the various statistical reports noting that circulation is up 8% over January 2011, public computer use for January is the highest in four years, wireless usage was the highest ever and that Ancestry.com is the most used electronic database. Board members noted the extent and quality of programming offered and were very impressed with how JDL is engaging the community.

Old Business:

Woodlands Library Cooperative: Larry Sanders reported that the Woodlands meeting will be next month. Ishwar reported that Jim Seidel is considering retirement and that discussion is starting on the direction of the Woodlands Library Cooperative. Governor Snyder has

recommended that the State Aid funding level for libraries remain the same as the current year in his proposed budget.

Carnegie Media Room Project Update: Mike Way reported that the demolition work is complete and that the Media Room is primed and ceiling tiles are going in. The glass is scheduled to arrive within a week and the floor is being shipped. His "color coordinators" have picked out the tile, carpet and laminate. Everything is going very well with only two change orders so far (electrical and glass). The Rear Lobby portion of the project will be the last phase to be worked on. Everything will be done at once when the desk has been built and the flooring has arrived. This is to minimize the construction disruptions for patrons and staff. He also announced that the Historical Commission has approved the plans for the new rear entrance to the building. Current projections are for completion of the interior portion of the renovation by the first part of April.

2012 Board of Trustees and Committee Assignments: Darrell thanked Teresa Delph for her service as Chair of the Personnel Committee. She will remain on the committee and George Sewell will serve as the new Chair. There are no other changes in committee assignments at this time. The formation of the new Governance Committee will be discussed at the March 22, 2012 board meeting.

2012 Young Poet: Jean Dailey reported that we have received 881 poetry entries for the 2012 Young Poets contest. These entries represent students from all the public school districts in Jackson County as well as most of the private, charter and homeschooled. J. Patrick Lewis, U.S. Children's Poet Laureate has confirmed his attendance at the Awards' Ceremony and for classroom/school visits. We have already received funds supporting the contest and Dr. Lewis' visit from Friends of the Jackson District Library, Napoleon Branch Friends, Tuesday Club, Modern Waste Systems, Breakfast Rotary Club and individuals. Poems are in the hands of the Columbia Women Writers and award-winning entries will be announced in April.

Other: There was no other old business.

New Business:

Meijer Branch Project: As reported during Committee Reports, members of the Facilities Committee participated in interviews with three very well qualified firms for architectural services for the design phase of the Meijer Branch project. After discussions on the process and services required, the Facilities Committee recommends hiring TMP Architecture Inc. On behalf of the Facilities Committee, Darrell Durham (committee chair) moved to hire TMP Architecture Inc. to do the design phase for the Meijer Branch project and addition. Motion was supported by Jim Best and it carried unanimously.

Other: Budget adjustments to the 2012 Budget Line Items were requested for board approval. Line items involved were #101-588 Contributions/Grants adjusted to \$55,000 to reflect the grant from FINRA and #101-991 Capital Projects adjusted to \$300,000 from fund accounts for the Carnegie Branch Media Room/Rear Lobby project. Moved by Deborah Herbert, supported by Jim Best, to accept budget adjustments to line items as presented. Motion carried unanimously.

There was no other new business.

Communications: Communications were included in the packet. Ishwar highlighted the congratulatory letter from Georgia Fojtasek, Allegiance Health, regarding the Smart Investing @ Your Library grant. Teresa Delph commented that the Jackson County Chamber of Commerce had sent a very nice letter regarding the Youth Table Sponsorship for the MLK Diversity Breakfast.

Public Forum: The meeting was opened for public comment. Sara Tackett announced that Nicole Gilbert (Napoleon Branch Manager) and her husband Dustin have a new baby daughter, Chloe Grace Gilbert, born this morning. Mom, Dad & Baby are all doing well.

Trustee Comments: Teresa Delph announced that the 22nd Oratorical Contest will be held March 3, 2012 from 1:00-3:30 p.m. at Jackson Crossing.

Darrell Durham, on behalf of the board and staff, presented a card to Deborah Herbert in appreciation of her four years of service as President of the Jackson District Library Board. The card stated that a book of her choice would be added to the library collection in her honor. Deb thanked the board and staff for the honor and their support.

Moved by Larry Sanders, supported by Jim Best, that the meeting be adjourned at 7:05 p.m. Motion carried unanimously.

Respectfully submitted,

James E. Best
Secretary/Treasurer

(Jean Dailey, Recorder)