



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
MARCH 22, 2012
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:00 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, Donna Smith and Patty Snoblen. 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 February 23, 2012, as well as the Gifts and Donations and Personnel Actions. Motion carried unanimously.

Public Forum: The meeting was opened for public comment. Sara Tackett distributed a flyer about "*Irish Tales*", a special Jackson Storyfest preview event, to be held on Saturday, March 24th at the Ella Sharp Museum. She also announced that "*Cooks for Books*", a fundraising event for Imagination Library, would take place from 11:30 a.m. to 1:00 p.m. on Friday, March 23rd at the First United Methodist Church. Twenty-three teams will prepare food based on a children's book. JDL's team will prepare Monte Cristo sandwiches inspired by the book, The Giant Jam Sandwich. Everyone is invited to attend these events.

Special Announcements/Presentations:

Technology Task Force – Kathy Schoening updated the board through a PowerPoint presentation on the progress of the Technology Task Force. Topics included:

- Digital Marketing presented on flat screen televisions at the Brooklyn, Carnegie, Eastern, Meijer and Summit Branches. (Donna controls the content of the presentation from her office.)
- Centralized Computer Lab in Reference at Carnegie (16 public computers).
- Computer Reservation System
- Mobile Computer Lab (10 computers for training).
- Dedicated Training Lab at Carnegie.
- LAN Gaming
- Fiber Connection at all branches except Henrietta.
- New VOIP Phone System
- Self-Checkout Pilot project at Carnegie.
- Podcasting

- New initiatives to include new public computers, mobile website and ability to text library notices to patrons.

Ishwar remarked that Kathy and her team have really transformed our Technology in a short amount of time. Board members were very impressed with all the great advances in this area and congratulated Kathy on the accomplishments.

Meijer Branch Report – Patty Snoblen, Meijer Branch Manager, reported on activities at the Meijer Branch via a PowerPoint presentation. Branch information regarding building, history, hours and staff were featured. Programs and events held at the branch include Craft Club, Brook Group, Storytime, Yoga Class, Rock Concerts, Summer Reading Program and the “Meijer Garden”. The board thanked Patty for her very informative report.

Current Bills: Moved by Teressa Delph, supported by Jim Best, to approve the current bills for February 2012 as presented. Motion carried unanimously.

Financial Reports: Moved by Deborah Herbert, supported by Jim Best, to approve the current financial reports for February, 2012 as presented. There was discussion regarding Property Tax Refunds, Penal Fines, transfer of funds, and receipt of property tax payments. Motion carried unanimously.

Committee Reports:

Facilities Committee: Darrel Durham reported that the scheduled March 1, 2012 Facilities Committee had been canceled. Members of the committee sat in on an initial meeting with TMP Architecture regarding the Meijer Branch project.

Finance Committee: Jim Best reported on the March 20, 2012 Finance Committee meeting. Discussion items were reflected in the minutes and included February 2012 Financials, The Oakmark Funds, and the 2011 Audit. The next meeting of the Finance Committee is scheduled for Tuesday, April 17, 2012 at 2:00 p.m. with the full board invited to hear a presentation regarding the Jackson County revenue forecast from Adam Brown, Deputy Administrator/Controller of Jackson County.

Personnel Committee: There was no Personnel Committee meeting this month.

Director’s Report and Activities: Ishwar announced that JDL’s new Overdrive site was launched on Friday, March 9, 2012. As of this morning, 23% of the offerings had been checked out on the site. He also noted that circulation at the Woodlands site has been dropping since JDL’s site launched, reflecting the fact that JDL patrons are moving over to the new site. He thanked everyone involved in this project and noted that patrons are happy with this new service. Sara, Lorraine and Ishwar attended the PLA Conference in Philadelphia last week. They all feel that it was the best one in recent years. Ishwar reminded the Board of the National Library Week (April 8-14, 2012) events and activities planned at all the branches and announced that June 16 will be the official Summer Reading Program Kick-Off and the Grand Opening for the Carnegie Media Room.

Statistics: Ishwar reviewed the various statistical reports noting that all areas continue to show growth. He noted that Digital Content was the third highest circulating “branch” in

February. Other items of interest include: Summit Branch had their highest circulation in the past five years, Eastern Branch's circulation is climbing and system-wide computer usage was up with February 2012 usage the highest February in the past four years.

Old Business:

Woodlands Library Cooperative: Larry Sanders reported that the Woodlands Advisory Council is discussing the future direction given that Jim Seidel is considering retirement. Other items from the council meeting included the fluctuation in the amount of penal fines, digitalization of papers, and an upcoming workshop to be held in Charlotte.

Carnegie Media Room Project: Moved by Ted Kolman, supported by Jim Best that the Jackson District Library Board of Trustees authorize the library director to approve all expenditures to complete the Carnegie Rear Lobby and Media Room Project within the budget limit of \$300,000 approved by the board for the interior and exterior phases of the project. For the purposes of this capital project, the \$15,000 purchasing limit referred to in the Jackson District Library purchasing policy will be waived for the purpose of expediency in the project. Motion carried unanimously.

Meijer Branch Expansion and Renovation Project: Moved by Ted Kolman, supported by Jim Best that the Jackson District Library Board of Trustees approve a budget not to exceed \$2.2 million (two million and two hundred thousand dollars) toward the Meijer branch expansion and renovation project and authorizes the director to approve all expenditures within the budget limit approved. For the purposes of this capital project, the \$15,000 purchasing limit referred to in the Jackson District Library purchasing policy will be waived for the purpose of expediency in the project. Motion carried unanimously.

2012 Young Poets Contest: Jean Dailey reported that the judges are in the process of selecting the winning entries and will be announced soon. J. Patrick Lewis, U.S. Children's Poet Laureate has confirmed his attendance at the Awards' Ceremony on May 7, 2012 and will be presenting classroom/school visits at Columbia Central Elementary and Middle Schools; Hanover-Horton Elementary and Middle Schools; daVinci Primary; Keicher Elementary; and Dibble Elementary on May 7 and 8. In addition he will address the Breakfast Rotary Club and be honored at a Tea hosted by the Friends of the Jackson District Library on Tuesday, May 8. We have already received funds supporting the contest and Dr. Lewis' visit from anonymous individuals, Friends of the Jackson District Library, Napoleon Branch Friends, Tuesday Club of Jackson, Modern Waste Systems, Breakfast Rotary Club, Michigan Humanities Council, Matthew Augustine Group of MorganStanley SmithBarney, Comerica Bank and Country Inn and Suites.

Other: There was no other old business.

New Business:

The Oakmark Funds: Moved by Jim Best, supported by Ted Kolman to adopt The Oakmark Funds Authorized Signer Resolution (attached to the official minutes) designating Ishwar Laxminarayan, Director, and Vicki K. Baldwin, Finance Administrator, of the Jackson District Library as the authorized signers for The Oakmark Funds for any and all transactions in regards to the library's account. Motion carried unanimously.

Other: There was no other new business.

Communications: Communications were included in the packet. Teressa Delph commented that she really appreciated the Library's presence at the Oratorical Contest and thanked Jim Delaney, Sue Herrington and Danah Wayne for their assistance. She announced that the contest winners will speak at the City Council meeting on April 10, 2012.

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

Trustee Comments: Darrell Durham noted various activities and achievements that were noted in the Director's Report in the board information packet.

Moved by Larry Sanders, supported by Jim Best, that the meeting be adjourned at 6:45 p.m. Motion carried unanimously.

Respectfully submitted,

James E. Best
Secretary/Treasurer

(Jean Dailey, Recorder)