



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
MAY 24, 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, Teresa T. Delph, Darrell J. Durham, Lawrence S. Sanders (arrived at 6:13 p.m.), George H. Sewell

Board Members Absent: Debra Carmody (excused), Theodore R. Kolman (excused)

Director: Ishwar Laxminarayan

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

Others Present: Jean Dailey, Administrative Secretary, Sue Herrington, Scott McLane, Melissa Peters; Kathy Schoening, and Donna Smith. Public attendance sign-in sheet attached to official minutes.

Consent Calendar: Moved by Jim Best, supported by Teresa Delph, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of March 22, 2012, as well as the Gifts and Donations and Personnel Actions. Ishwar highlighted the donations received for the Young Poets Program as well as donations from the Friends' groups. Motion carried unanimously.

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

Special Announcements/Presentations:

Presentation of 2011 Audit. Scott McLane, Markowski and Company, presented the 2011 Audit report by reviewing the audit letters and financial statements. He complimented the Board and administration for their financial management this past year and expressed appreciation to Finance, H.R. and Administration personnel for their cooperation during the audit process. Scott answered questions regarding compensation, long term liabilities, absences, fund equity and the guidelines set forth by the Government Accounting Standards Board (GASB). The board thanked Scott for his report.

Current Bills: Moved by Teresa Delph, supported by Jim Best, to approve the current bills for March and April 2012 as presented. Motion carried unanimously.

Financial Reports: Moved by Jim Best, supported by Larry Sanders, to approve the current financial reports for March and April 2012 as presented. There was discussion regarding restricted funds, retirement and health care, and telephone. Motion carried unanimously.

Committee Reports:

Facilities Committee: Darrel Durham reviewed the minutes from the May 3, 2012 Facilities Committee meeting which included the Carnegie Media Room/Lower Lobby Project, the Meijer Branch Project and the Administration Building. Mike Way gave a quick update on

the current status of the Carnegie project which is scheduled to be completed by June 16, 2012. Jim Best requested information on a "pod" which was mentioned in the Media Room section of the committee meeting minutes. Melissa Peters brought in one of the pod units to show to the board members. These pods, which hold 150 discs in each unit, will provide additional security for discs and will help to streamline the circulation process. She will present a demonstration at a future board meeting. The next Facilities Committee Meeting is scheduled for Thursday, June 7, 2012 at 4:00 p.m. in the Administration Building Conference Room.

Finance Committee: Jim Best reviewed the minutes from the April 17, 2012 Finance Committee meeting. The next meeting of the Finance Committee is scheduled for Tuesday, June 19, 2012 at 2:00 p.m. in the Administration Building Conference Room.

Personnel Committee: George Sewell reported that the Personnel Committee had met prior to the Board meeting and discussed compensation issues. Minutes of the meeting will be included in the next board information packet for the June meeting.

Director's Report and Activities: Ishwar highlighted information from the detailed report that had been sent as part of the board packet. He stated that there is a lot of positive feedback from all the work we are doing with businesses and e-books. Storyfest events attracted approximately 7200 people to all events including 5500 children. The Young Poets Contest/Program is a wonderful example of a program that continues to grow and he was very pleased with all the community support. Guest speaker, J. Patrick Lewis, U.S. Children's Poet Laureate, remarked to Ishwar that he has seen no better example of how a community comes together through Poetry than our Young Poets Program. Ishwar also highlighted JDL's Cooks for Books Team (Giant Jam Sandwich) at the Imagination Library fundraiser, the FINRA Grant and Workforce Development. Jim Best mentioned that the pictures in the report tell "our story" by showing all the families and children involved. Darrell remarked how much the board as a whole appreciates this report in keeping everyone updated with all the activities around the district.

Statistics: Ishwar reviewed the various statistical reports noting that although April was a relatively flat month, circulation is still ahead for the year. He noted that Digital Content was the highest circulating "branch" in March and the third highest in April. Board members questioned the drop in circulation at the Carnegie Branch and Melissa Peters explained that the drop was primarily in adult fiction where patrons have migrated to the digital format. Ishwar noted that this is the national trend.

Old Business:

Woodlands Library Cooperative: Larry Sanders expressed appreciation to Ishwar for inviting Representative Poleski to a Woodlands meeting to gain a better understanding of library financing. Ishwar updated the board on state issues including the state budget, state aid, personal property tax legislation and MEL. Larry and Ishwar also reported that Woodlands is having discussions on options for replacing Jim Seidl when he retires.

Friends of the Jackson District Library: George Sewell attended the Friends of the Jackson District Library board meeting on May 14th and was very impressed with the scope of their projects. He feels that this is a very active group with members who have experience in

community involvement and fundraising and are dedicated to revitalizing the Friends organization.

Other: Darrell Durham stated that due to the resignation of Deborah Herbert, the board no longer has a Vice President. Election of officers takes place at the Annual Meeting of the Board in January; therefore, he designated George Sewell to “act in his stead” on an as needed basis.

New Business:

2011 Audit Report: Moved by Jim Best, supported by Teresa Delph, that the completed audit of the 2010 Financial Statements be approved as presented by Scott McLane, Markowski and Company. Motion carried unanimously.

Administrator Contract Renewal and Salary Adjustment – Finance Administrator: The Personnel Committee unanimously recommends an annual salary adjustment for the Finance Administrator and a renewal of her three-year Employment Agreement. Moved by George Sewell, supported by Jim Best, to approve the Personnel Committee’s unanimous recommendation and annual salary adjustment for the Finance Administrator and a renewal of her three-year Employment Agreement. Motion carried unanimously.

Other: There was no other new business.

Communications: There were no communications.

Public Forum: The meeting was opened for public comment. Melissa Peters invited Board Members to come to the Summer Reading Program Kick-Off Event on June 16th which will feature the Digital Bookmobile. She distributed “buttons” to help promote this event for members to wear.

Trustee Comments: George Sewell noted that he was appointed in December, 1999 instead of January 2001 as indicated on the Board of Trustees list. The list will be updated with the correction made. Teresa Delph congratulated Jean Dailey on the success of the Young Poets Contest and Program. She also commented on the very nice article and picture of the Director in the Jackson Magazine. Darrell Durham inquired on procedural issues in regards to the approval of bills and Jim Best explained that this procedure was due to GASB regulations. The board has the responsibility to provide due diligence to review and take corrective action as needed.

Moved by Larry Sanders, supported by Jim Best, that the meeting be adjourned at 7:27 p.m. Motion carried unanimously.

Respectfully submitted,

James E. Best
Secretary/Treasurer
(Jean Dailey, Recorder)