



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
JUNE 28, 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, Debra Carmody, Teresa T. Delph, Darrell J. Durham, Theodore R. Kolman, Lawrence S. Sanders (arrived at 6:05 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, Jackie Merritt, 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 to add Committee Appointments reflecting the placement of Debra Carmody on Finance and Personnel Committees to the Consent Calendar. Motion carried unanimously. Moved by Jim Best, supported by Ted Kolman to add the appointments of Jim Best, Debra Carmody and George Sewell to the newly created Governance Committee to the Consent Calendar. Motion carried unanimously.

Moved by Teresa Delph, supported by Jim Best, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of May 24, 2012 and the Special Meeting of June 14, 2012, as well as the Committee Appointments, Gifts and Donations and Personnel Actions. Motion carried unanimously.

Public Forum: The meeting was opened for public comment. Sara Tackett reported on the *Word Wise Presents: Remembering Jacobson's with Bruce Allen Kopytek* program held on Saturday, June 23rd. This was a great event with ninety-two people attending. The program featured a presentation and book signing by Bruce Kopytek; Cheese Soup and Maurice Salad prepared by Caffe Lilla using original Jacobson's recipes; displays featuring clothing purchased at Jacobson's stores, original Jacobson's gift boxes and stainless steel gift merchandise. Many people who were unable to attend have requested that we repeat this program.

Special Announcements/Presentations:

Springport Branch Report. Jackie Merritt updated the Board on the activities and programs at the Springport Branch. She has served as Branch Manager at Springport for twelve years and thoroughly enjoys the position as well as the support received from the district as a whole. Jackie reported on information received from the MLA Conference, e-readers, Springport students participation in the Young Poets Contest, Summer Reading Program activities, coverage of the branch in the local newspaper, Friends of the Springport Branch Book Sale at Springport's annual 8-80 Days with participation from two local authors, and

the opportunity to help catalog the local history collection in advance of Springport's 150th Anniversary in 2013.

Current Bills: Moved by Jim Best, supported by Ted Kolman, to approve the current bills for May 2012 as presented. There was a brief discussion regarding Hard Bound and Trade Books as well as E-Books and Online Content. Motion carried unanimously.

Financial Reports: Moved by George Sewell, supported by Jim Best, to approve the current financial reports for May 2012 as presented. Ishwar updated the board on line items regarding Property Tax, Penal Fines and Property Tax Refunds. Motion carried unanimously.

Committee Reports:

Facilities Committee: Darrel Durham reviewed the minutes from the June 7, 2012 Facilities Committee meeting which included the Carnegie Media Room/Lower Lobby Project, the Meijer Branch Project, Henrietta Branch Parking Lot and the Administration Building. The next Facilities Committee Meeting is scheduled for Thursday, July 5, 2012 at 4:00 p.m. in the Administration Building Conference Room.

Finance Committee: Jim Best reported that the Finance Committee had not met this month. The next meeting of the Finance Committee is scheduled for Tuesday, July 17, 2012 at 2:00 p.m. in the Administration Building Conference Room.

Personnel Committee: George Sewell reviewed the minutes from the Personnel Committee meeting on May 28, 2012 where they had discussed compensation issues. The next meeting of the Personnel Committee is scheduled for 3:00 p.m. on Thursday, July 26, 2012 in the Administration Building Conference Room.

Director's Report and Activities: There have been lots of activities and programs in all the branches. Ishwar highlighted information from the detailed report that had been sent as part of the board packet including the interest from all over the country and overseas with the newspaper archives; Summit Branch's collaboration with the Vandercook Schools; activities at Napoleon and Henrietta; and the signage that Donna has now installed at seven branches.

Statistics: Ishwar noted that circulation continues to grow and that the year-to-date Digital Content circulation is now more than the entire 2011 year. The JX Historical Archive (newspaper) zoomed to the third highest used database for the month of May which reflects the strong interest in historical research. This database is available to JDL on a one year trial basis and will be evaluated closely before a decision will be made to purchase due to the substantial cost involved.

Old Business:

Woodlands Library Cooperative: There was no report.

Friends of the Jackson District Library: George Sewell attended the Friends of the Jackson District Library board meeting on June 11th. He reported that they are working on a number of activities including the Summer Reading Program Kick-Off, special Book Sales on Cruise

Nights and their upcoming annual dinner and speaker. He is enjoying these meeting and the enthusiasm of the Friends Group.

Carnegie Media Room/Lower Lobby Update: Mike Way reported that there are three items on the punch list for the interior portion of the project. He expects this to be completed next week. Unfortunately, the exterior part was not completed in time for the June 16th Summer Reading Program Kick-Off. This should also be completed next week. We have received lots of positive comments from both patrons and staff regarding this renovation project.

Meijer Project Update: Sara Tackett reported that two community forums were held at the Meijer Branch and facilitated by TMP Architecture. The first forum held on June 19th focused on "visioning" while the 2nd forum held on June 27th involved setting priorities from the ideas expressed at the first forums. There was good attendance from patrons at both of these forums. The architects will continue this process by meeting with the staff at the end of July and with the Facilities Committee in early August.

Summer Reading Program Kickoff: Melissa Peters used a PowerPoint presentation to update the board on the very successful Summer Reading Program Kickoff featuring the Overdrive Digital Bookmobile held on June 16, 2012 at the Carnegie Library. This was a great event with close to a thousand people in attendance. Eight hundred hot dogs, chips and drinks were served free and everyone seemed to have a great time. The driver of the bookmobile stated that he has been on the road for seven months and this was the biggest crowd he has seen anywhere. There were activities for everybody sponsored by all of the branches. Melissa thanked the board and staff for all their support!

Administration Building: Moved by Debra Carmody, supported by Larry Sanders, that the Board authorize the library director to complete the following urgently needed repairs in the library's administration building not to exceed \$85,000:

1. Install new roof
2. Remove and rebuild eastern parapet wall and tuckpoint western parapet wall
3. Repair and paint front entrance columns
4. Paint exterior trim
5. Upgrade 6 restrooms

Funds will be transferred from the Replacement Reserve Fund to the General Fund to complete this project. Motion carried unanimously.

Other – Eastern Branch: Moved by Debra Carmody, supported by Jim Best, that the Board authorize the library director to hire an architect to complete the initial design phase of the renovation of the Eastern branch. Funds will be transferred from the Building Fund to the General Fund to complete this project. Ayes: Best, Carmody, Delph, Durham, Sanders and Sewell. Nay: Kolman. Motion carried.

New Business:

Jackson County Cradle to Career Readiness Plan: Ishwar reported that this is still in progress and he will present information on this plan at the July board meeting.

Other: There was no other new business.

Communications: Communications were included in the packet.

Public Forum: Mike Way expressed his appreciation to the board for approving the repairs to the Administration Building as some of these are safety issues that need to be addressed.

Trustee Comments: Darrell Durham noted that he had an opportunity to speak with dignitaries and community leaders at the Ribbon Cutting Ceremony during the Summer Reading Program Kickoff. They all spoke very highly of the library and especially Ishwar's involvement in the community. Darrell commended Ishwar for his leadership and involvement.

Moved by Larry Sanders, supported by Jim Best, that the meeting be adjourned at 6:55 p.m. Motion carried unanimously.

Respectfully submitted,

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