



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

In President Darrell Durham's absence, George Sewell called the meeting to order at 6:00 p.m.

ROLL CALL:

Board Members Present: James E. Best, Debra Carmody, Teressa T. Delph, Lawrence S. Sanders, George H. Sewell

Board Members Absent: Darrell J. Durham (Excused), Theodore R. Kolman (Excused)

Director: Ishwar Laxminarayan

Administrators Present: Vicki Baldwin, Jim Delaney, Sara Tackett

Others Present: Jean Dailey, Administrative Secretary, Heather Albee-Scott, Kate Burns, Lorraine Butchart, Melissa Peters; and Kathy Schoening. Public attendance sign-in sheet attached to official minutes.

Consent Calendar: Moved by Larry Sanders, supported by Jim Best that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of June 28, 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:

Parkside Library Project – Heather Albee-Scott thanked Ishwar and the Library Board for their support in the effort to restore library services at the Middle School at Parkside. Representing the committee composed of parents, teachers, administrators and community members, Heather updated the board on their efforts to raise awareness and funds for an updated collection at the Middle School Library. The library has been closed for a number of years. The committee has held a book sale, community read event, and bake sale so far. They are planning on a "Meet & Greet" with Debra Goldstein, author of Maze in Blue and a Parkside Alumna, on Saturday, October 6th at 6:00 p.m. Ms. Goldstein is donating her time and signed copies of the book for all attendees. The group has a webpage and a Facebook page for donations and information.

Ishwar also updated the board on the collaboration with Jackson Public Schools to provide staff for the library. The contract has been finalized and the positions will be posted on July 27.

Parma Branch Report. Kate Burns updated the Board on the activities and programs at the Parma Branch. The Parma community is very supportive of the library and programs which over the past year included: Pumpkin Carving Demo, "Parahaunt Comes to Parma" (ghost hunters), holiday ornaments, story hours, elementary class room visits, Dr. Seuss' Birthday, March is Reading Month School Visit, May Basket, Favorite Books activity, Chalk Drawing

Contest, Friends' Book Sale at Parma Day, Earth Day Craft, History of Crystals, Gardening Programs, Lighthouse program, and Summer Reading Program activities. Kate reassured the board that everything is back to normal after the break-in and vandalism that occurred and thanked the board and staff for their assistance and support. The board thanked Kate for her presentation.

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

Financial Reports: Moved by Jim Best, supported by Teresa Delph, to approve the current financial reports for June 2012 as presented. There was a brief discussion regarding the Online Content line item. The Financial Reports also included the Fund Accounts reports in this packet. Motion carried unanimously.

Committee Reports:

Facilities Committee: Ishwar and Melissa noted that they have received lots of positive comments from patrons and staff regarding the renovations in the Carnegie Lower Lobby and Media Room. We are still waiting for the chandelier in the back entrance and additional landscaping for the project to be complete.

Ishwar reported that the Facilities Committee meeting scheduled for Thursday, August 2, 2012 would be canceled. Instead, there will be a combined Facilities Committee/Board Study Session scheduled for 3:00 p.m. on Thursday, August 23, 2012 for TMP Architecture to present on the Meijer Branch Project.

Finance Committee: Jim Best reviewed the minutes from the Finance Committee meeting held on Tuesday, July 17, 2012. Topics included: Investments, Comerica Bank Fees, Fund Accounts, Proposed Budget Adjustments, Restricted Funds Policy, Parsons Trust and JDL/JPS Collaboration. The next meeting of the Finance Committee is scheduled for Tuesday, August 21, 2012 at 2:00 p.m. in the Administration Building Conference Room.

Governance Committee: George Sewell reported that the first meeting of the Governance Committee will be held on Tuesday, July 31, 2012 at 4:00 p.m. in the Administration Building Conference Room.

Personnel Committee: The Personnel Committee did not meet in July. Due to the special Study Session time on August 23rd, the August meeting will be rescheduled.

Director's Report and Activities: The report in the board packet was one of the longest in recent history (17 pages) but just reflects the wide variety of activities that occur at all of our locations. Highlighted stories/activities/events include: Media Room patrons, downloading e-books, Leadership Book Club, Jacobson's program, Alpaca visit at Eastern (which Sara reported on), "Goo Program" at Henrietta, Bat program at Meijer and the Storyfest Oracle Award that Sara accepted at the National Storytelling Network Conference in Cincinnati.

Statistics: Ishwar noted that overall circulation and public computer usage continue to grow and that the digital content circulation is beginning to level off. At the ALA

Conference, he learned that the national trend for circulation and public computer use was flat if not declining; however, the demand for Wireless is up.

Ishwar, Melissa Peters and Kathy Schoening thanked the board for the opportunity to attend the ALA Conference held in Anaheim, California the end of June, 2012. There were over 22,000 librarians and vendors in attendance at this annual conference. Melissa and Kathy shared information on some of the sessions they attended. (Their written conference reports were included in the Director's Report in the Board Informational Packet.)

Old Business:

Woodlands Library Cooperative: Larry Sanders reported that the cooperative meeting is scheduled for next month. They will be having a planning retreat on August 1, 2012 to determine the future direction of the cooperative due to the planned September 2013 retirement of Director Jim Seidl.

Friends of the Jackson District Library: George Sewell reported that he was unable to attend the July 9th meeting of the Friends of the Jackson District Library Board due to a funeral. Sara Tackett reported that they discussed their Annual Dinner Meeting to be held on October 16th with Laura Pershin Raynor as the guest speaker/storyteller.

Jackson Public Schools Collaboration Update: This was covered under the Parkside Library Presentation.

Carnegie Media Room/Lower Lobby Update: This was covered under the Facilities Committee Report.

Meijer Project Update: This was covered under the Facilities Committee Report.

Jackson County Cradle to Career Readiness Plan: Ishwar shared information with the board regarding this new initiative to increase graduation rates and to ensure that all students are prepared to become productive members of the workforce with an education beyond high school. He will have more formal documents and presentation information at the September meeting which will outline the scope of the plan and formal partnership agreements. JDL currently offers programs and services in several areas that are integral to the plan including early literacy, community education, computer/internet access and workforce development.

Other: There was no other old business.

New Business:

Administration Building Roof Bids: The board reviewed the bids presented for the roof and parapet wall at the Administration Building. Ishwar noted that all the contractors sited the parapet wall as a key issue due to the significant deterioration and that it would need to be repaired prior to the roof construction project. Moved by Larry Sanders, supported by Jim Best, to accept the low bid of \$32,695.91 from CS Roofing Company, LLC for the

Administration Building Roof and to accept the bid of \$16,700 from Masonry By Design for the East Side Parapet Wall on the Administration Building. Motion carried unanimously.

2012 Budget Adjustments: Ishwar reviewed the proposed budget adjustments. Moved by Teresa Delph, supported by Jim Best, to accept budget adjustments to line items as presented. Motion carried unanimously.

Finance Policy, Section H. Restricted Funds: Ishwar and Vicki presented background information on this proposed addition to the Restricted Funds policy as recommended by the Auditor. There was some discussion regarding the clarity of the proposed wording. This issue will go back to the Finance Committee for further discussion at the August meeting.

Aldythe M. Parsons Trust Designation: JDL has received a check from the Aldythe M. Parsons Trust which represents 40% - 50% of the gift the Library will be receiving from her estate. It is the recommendation of the Finance Committee that the Aldythe M. Parsons Trust donation be designated for the Meijer Branch Building Project. Moved by Debra Carmody, supported by Jim Best, to accept the recommendation of the Aldythe M. Parsons Trust designation for the Meijer Branch Building Project. Motion carried unanimously.

Other: There was no other new business.

Communications: Communications were included in the packet.

Public Forum: Vicki reminded board members and staff that JDL will be participating in the Relay for Life on August 3-4, 2012 and that everyone is welcome to come and participate as well as donate to this worthwhile cause.

Trustee Comments: Jim Best commented that prior to tonight's meeting, he observed some children (ages 6-8) in the Media Room. It was amazing to watch them as they used the tablets, headphones and listened to music. They are so knowledgeable about how to use this technology. He was also impressed with the patrons who were checking out numerous copies of videos and CDs. This seems like the media room was a "very wise investment to make". Debra Carmody mentioned that she has heard lots of nice comments about the Media Room and the services offered. George Sewell shared an observation of a child about 5 years old reading a book on a Kindle.

Moved by Larry Sanders, supported by Jim Best, that the meeting be adjourned at 7:30 p.m. Motion carried unanimously.

Respectfully submitted,

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