



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 27, 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, Debra Carmody, Teresa T. Delph, Darrell J. Durham, Theodore R. Kolman, Lawrence S. Sanders, 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, Calvin Battles, Lorraine Butchart, Monica Lester, Melissa Peters; and Kathy Schoening. Public attendance sign-in sheet attached to official minutes.

Consent Calendar: 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 July 26, 2012 as well as the Gifts and Donations and Personnel Actions for July and August 2012. Motion carried unanimously.

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

Special Announcements/Presentations:

Technical Services Report – Lorraine Butchart updated the Board on the role of the Technical Services Department that handles acquisition, ordering, cataloging, processing, database maintenance, and collection maintenance. Interloan is also a part of Technical Services with the staff relocating from Carnegie a few months ago. Lorraine shared a PowerPoint presentation featuring the staff, productivity examples, 2011-12 major achievements, statistics and goals. The board thanked Lorraine and her staff for their contributions to the success of JDL.

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

Moved by George Sewell, supported by Jim Best, to approve the current bills for August 2012 as presented. Motion carried unanimously.

Financial Reports: Moved by Debra Carmody, supported by Jim Best, to approve the current financial reports for July and August 2012 as presented. There was brief discussion regarding the following line items: Retirement, Electronic Software, Furniture and Equipment, Telephone and Property Tax Refunds. Motion carried unanimously.

Committee Reports:

Facilities Committee: Darrell Durham summarized the minutes from the September 6, 2012 Facilities Committee meeting which included discussion focusing on the Meijer Branch Renovation and Expansion Project, Administration Building Roof and repairs, update on the completion of the Carnegie Lower Lobby/Media Room project, Space Planning at the Eastern Branch and the Henrietta Branch Parking Lot update.

Finance Committee: Jim Best reported that the Finance Committee had not met. The October Finance Committee meeting will be a review of the proposed 2013 budget and all board members are encouraged to attend.

Governance Committee: Debra Carmody reported that the Governance Committee has met twice and is close to finishing with the bylaw review and updates. Darrell Durham attended the last meeting and reported that the committee is making a lot of progress. The next meeting is scheduled for October 3, 2012 at 4:00 p.m. in the Administration Building Conference Room.

Personnel Committee: George Sewell reported that the Personnel Committee met yesterday and that the minutes would be included in next month's Board Informational Packet. They received an update on new employees and reviewed the evaluations and salary recommendations for the Public Services Administrator and Central Library Services Coordinator III.

Director's Report and Activities: Ishwar presented the new format for the report featuring a full page for each branch. Items that were highlighted included: Erica Grimm's (Brooklyn Branch Manager) completion of her Master of Library and Information Science degree, Summer Reading Program activities at all the branches, technical help available for all library patrons (Teressa shared how helpful Michael Peters had been in assisting her with her new iPad), the upcoming Film Festival at the Carnegie Library and the Debra Goldstein author visit at the Middle School at Parkside (co-sponsored by Word Wise Presents).

Statistics: Ishwar noted that overall circulation and public computer usage continue to grow and that the digital content circulation is beginning to level off. Public Computer Use for August represented an all-time high for the past four years. The JX Historical Archives database continues to show high use. Jim Best expressed some concerns/questions regarding the circulation statistics in regards to the breakdown by branch. There was discussion that the circulation chart did not accurately present circulation activity since residents frequently use other branches in the library system. Ishwar is currently reviewing alternative ways to present this data starting in January 2013.

Old Business:

Woodlands Library Cooperative: Larry Sanders reported that the cooperative has published a new brochure.

Friends of the Jackson District Library: George Sewell reported that he was unable to attend the last meeting of the Friends of the Jackson District Library Board; however, he announced that the Friends had purchased the new quiet air conditioner unit for the

Administration Building Conference Room. He also reminded the board of the Annual Dinner Meeting to be held on October 16th with storyteller Laura Pershin Raynor as the guest speaker.

Jackson Public Schools Collaboration Update: Sara Tackett reported on the Jackson Public Schools collaboration and introduced Monica Lester and Calvin Battles who are assigned to the libraries at Jackson High School, Middle School at Parkside and Sharp Park Academy. Monica is working at the High School Library and reported that she is excited to be there. Many students do not have JDL library cards and she is planning to have a "card drive". She will be making arrangements to have Reference Staff present information on the databases to both students and staff. Because a lot of students use computers after school, she has been requested to keep the library open after school hours so she will be adjusting her schedule accordingly.

Calvin Battles is from Jackson and has his Library Science degree from Wayne State University. He has been working with Heather Albee-Scott who presented to the board at the June meeting about the state of the Middle School at Parkside Library and fund-raising efforts underway to assist in the restoration efforts. Calvin reported that the library has been closed for over four years. Most of the material had been donated to another organization and some of the books were also being kept by classroom teachers for use with their classes. They have not had an online catalog but the school has purchased the software and he has been busy cataloging what collection there is. He plans to open the library to the students soon. Books have been donated and teachers have returned materials that they had in their classrooms. He has set up a couple of mobile book cases by the principals' offices for use with students in that area. He indicated that the students seem to be very excited about the library opening.

The board welcomed both Monica and Calvin and thanked them for their dedication and willingness to accept these positions.

Meijer Project: Moved by Debra Carmody, supported by Larry Sanders, to approve the revised budget not to exceed \$2.7 million (two million and seven hundred thousand dollars) toward the Meijer branch expansion (8500 square feet) and renovation project as developed by TMP Architecture and authorize 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.

Imagination Library Partnership Agreement Renewal: There are approximately 3900 children (ages 0-5) who receive a book each month through their participation in the Imagination Library Program in Jackson County. So far, over 3900 children have graduated (aged out) from the program. Moved by George Sewell, supported by Jim Best, to continue JDL's partnership with the Dolly Parton Imagination Library Program. Motion carried unanimously.

Other: There was no other old business.

New Business:

Election of Vice President: It has been determined that, per the bylaws, the board may elect an officer to fill a vacancy at a regularly scheduled meeting and does not have to wait until the next Annual Meeting. As the position of Vice President is vacant due to the resignation of Deborah Herbert, it was moved by Ted Kolman, supported by Jim Best, to elect George Sewell as Vice President of the Jackson District Library Board. Motion carried unanimously.

Salary Adjustments – Public Services Administrator and Central Library Services Coordinator III: Moved by George Sewell, supported by Jim Best, to approve the personnel Committee's unanimous recommendation and annual salary adjustment for the Public Services Administrator. Motion carried unanimously.

Moved by George Sewell, supported by Jim Best, to approve the Personnel Committee's unanimous recommendation and annual salary adjustment for the Central Library Services Coordinator. Motion carried unanimously.

Jackson County Cradle to Career (C2C) Partnership Agreement: Ishwar shared information regarding the Jackson County Cradle to Career Initiative. JDL is on the Executive Committee along with fifteen to twenty other non-profit organizations. . The agreement would designate the Library Director to represent JDL on the Executive Committee, serve on work area teams, identify programs and resources to further the C2C initiatives and goals, and update the Board and staff regarding the progress and needs of the initiative. Moved by Jim Best, supported by Teresa Delph, to approve participation in the Jackson County Cradle to Career Partnership Agreement. Motion carried unanimously.

NAACP Freedom Fund Banquet: Moved by George Sewell, supported by Ted Kolman, to approve the purchase of a ¼ page ad for the Program Booklet and two tickets for the Jackson County Branch NAACP Freedom Fund Banquet scheduled for Sunday, October 14, 2012. Motion carried unanimously. Teresa Delph and Lawrence Sanders volunteered to attend this event.

Tax Rate Request: Each year the Library has to request the voted millage from the County Board of Commissioners. Moved by Jim Best, supported by Ted Kolman, that the 2012 Tax Rate Request be approved as submitted to the Jackson County Board of Commissioners. Motion carried unanimously.

Other: There was no other new business.

Communications: Communications were included in the packet. Ishwar highlighted the letter from the Jackson County ISD approving funding for the Great Parents, Great Start program and the generous donation from the Jackson Women's City Club.

Public Forum: Teresa Delph presented several children's books to Melissa Peters for use in Storytime presentations in the Children's Department. Melissa thanked Teresa for her donation.

Trustee Comments: Teresa Delph reported that she had visited McCulloch School and was very impressed with the students and the programs being offered. She encouraged other board members and staff to visit the school and observe first-hand the success they are experiencing with the students. They are planning on bringing students to the library and encouraging the families and children to sign up for library cards.

Jim Best commented that he was really impressed with the branch reports in the packet featuring all the great activities, programs and pictures.

Moved by Larry Sanders, supported by Debra Carmody, that the meeting be adjourned at 7:33 p.m. Motion carried unanimously.

Respectfully submitted,

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