



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
NOVEMBER 8, 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, Theodore R. Kolman, George H. Sewell

**Board Members Absent:** Debra Carmody (excused), Lawrence S. Sanders

**Director:** Ishwar Laxminarayan

**Administrators Present:** Vicki Baldwin, Jim Delaney, Mike Way

**Others Present:** Jean Dailey, Administrative Secretary, Gretchen Dula, Diana Hill, and Melissa Peters. 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 September 27, 2012, the minutes of the Special Meeting of October 25, 2012 as well as the Gifts and Donations and Personnel Actions for September and October 2012. Motion carried unanimously.

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

**Special Announcements/Presentations:**

**Spring Arbor Branch Report** – Diana Hill shared information with the board regarding the staff and activities at the Spring Arbor Branch Library. Facility improvements over the past year include new children’s furniture which the kids really love, a new ramp that Spring Arbor Township installed and a bench courtesy of the Friends Group located on the deck. Programs and meetings that have really grown over the past couple of years include Storytime which has been changed to serve younger children, Spring Arbor Branch Friends Group, Book Discussion Group, Writers Group, and Financial Programs. A new program started in January is the Spring Arbor Branch 2012 Reading Challenge. Adults, Teens and Children pledged to read 12,633 books in 2012 and are making strides toward reaching their goals. The board thanked Diana and the Spring Arbor Branch staff for their contributions to the success of JDL.

**Summer Reading Program Report** – Melissa Peters introduced Gretchen Dula who coordinated the 2012 Summer Reading Program (SRP). They presented a PowerPoint Slide Show highlighting all the SRP activities at each of the branches as well as the “Kick-Off” and “Closing” events. Programs and activities throughout the summer included Animals, Arts, Crafts, Cup Stacking, Zombies, and Scooby Doo! There were 3,254 registered participants. There were 243 programs presented with 9,712 in attendance. At

the end of the SRP, each branch gave away a Nook to one of their registered participants. The theme for the 2013 Summer Reading Program will be "Dig Into Reading".

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

**Financial Reports:** Moved by George Sewell, supported by Jim Best, to approve the current financial report for October 2012 as presented. Motion carried unanimously.

**Committee Reports:**

Facilities Committee: Darrell Durham reported that the Facilities Committee had not met since the previous board meeting. The next scheduled meeting of the Facilities Committee is December 6, 2012.

Finance Committee: Jim Best reported that the October Finance Committee meeting was held in conjunction with the Board Study Session as a review of the proposed 2013 budget. The Finance Committee is scheduled to hold their next meeting on Tuesday, November 20, 2012.

Governance Committee: In Debra Carmody's absence, George Sewell reported that the next meeting of the Governance Committee is scheduled for November 28, 2012 at 3:30 p.m. in the Administration Building Conference Room. They are planning to review the draft of the Bylaws with the attorney's comments and hopefully bring a final version to the full board for approval at one of the next meetings.

Personnel Committee: George Sewell reported that the Personnel Committee had not met since the previous board meeting.

**Director's Report and Activities:** Ishwar highlighted items from the branch reports including the MIS Cares Grant for Leveled Readers at the Brooklyn Branch, Michael Peters' research and design for posters and flyers for the Civil War 20<sup>th</sup> Michigan Infantry Anniversary, Outreach Delivery Charts provided by Marsha Young, Adult Summer Reading Program, Adult Winter Reading Program and Grass Lake Branch/Word Wise participation in the Community Read partnership with five other libraries.

**Statistics:** Ishwar noted that overall circulation and public computer usage continue to grow and that the digital content circulation is beginning to level off. He is projecting that JDL will end the year with close to 900,000 in circulation.

**Old Business:**

Meijer Branch Project Update: Mike Way reported that a team from JDL had toured libraries in West Bloomfield and Ann Arbor with the architects from TMP. They saw some great ideas and were able to ask lots of questions of the librarians. The committee continues to work closely with TMP on revisions based on their tour and meetings with Meijer staff and Friends Group. Mike has met with engineers and soil borings are being taken next week at the building and parking lot sites.

Woodlands Library Cooperative: No Report

Friends of the Jackson District Library: George Sewell reported that he attended the Friends of the Jackson District Library Board Meeting on Monday. Their main items of discussion centered around the successful Annual Dinner Meeting held on October 16<sup>th</sup> with storyteller Laura Pershin Raynor as the guest speaker and plans for the Holiday Open House to be held at Carnegie Library on Friday, November 16<sup>th</sup> from 4-8 p.m. They have arranged for Santa and Mrs. Claus to give away books to children as well as a Bake Sale and Book Sale with proceeds designated for Children's services.

71<sup>st</sup> Annual Freedom Fund Banquet: Teresa Delph reported on the banquet which featured Dr. Theresa Sanders as the guest speaker. Dr. Sanders is a JPS graduate and currently works as a consultant with the Michigan Department of Education. The topic of her talk was "Your Power, Your Decision and Your Vote". The dinner was very well attended and Teresa thanked the board for the opportunity to attend this event.

Other: There was no other old business.

**New Business:**

Michigan's Publicly Funded Health Insurance Contribution Act: On September 24, 2011, Governor Snyder signed into law Michigan's Publicly Funded Health Insurance Contribution Act which caps the amount that public employers may contribute to health insurance premiums on behalf of their employees. The Act allows two options for employers: they may adopt the Hard Caps from the Act or they may Opt-in to an 80%/20% co-payment arrangement with employees. The Personnel Committee unanimously recommends that JDL Opt-in to the 80%/20% co-payment arrangement with employees. By law, JDL's Board of Trustees must approve the 80%/20% opt-in on an annual basis. Moved by Jim Best, supported by Teresa Delph, to accept the Personnel Committee's unanimous recommendation to Opt-in to the 80%/20% co-payment arrangement with employees. Motion carried unanimously.

2013 Proposed Budget: The proposed budget sheets were distributed to board members at the October 25<sup>th</sup> Study Session/Finance Committee Meeting. Ishwar asked if there were any questions now that members had been able to review the proposed budget. Questions and discussion centered on separating Capital and Operating Expenses, and the details of the service enhancements planned for 2013. There will be another opportunity to review and discuss the proposed budget at the Finance Committee meeting scheduled for Tuesday, November 20, 2012 at 2:00 p.m. All board members are invited to attend.

Other: There was no other new business.

**Communications:** Communications were included in the packet.

**Public Forum:** Jean Dailey reminded board members of the Holiday Dessert Tea honoring the Friends Groups from all the branches to be held on Monday, December 10, 2012 from 2:00 – 3:30 p.m. in the Carnegie Auditorium.

**Trustee Comments:** There were no Trustee Comments.

Moved by Teresa Delph, supported by Ted Kolman, that the meeting be adjourned at 7:27 p.m. Motion carried unanimously.

Respectfully submitted,

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