



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
JANUARY 24, 2013
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:15 p.m. immediately following the Annual Meeting of the Jackson District Library Board of Trustees.

ROLL CALL:

Board Members Present: Heather Albee-Scott, Teresa T. Delph, Darrell J. Durham, Theodore R. Kolman, and George H. Sewell

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

Director: Ishwar Laxminarayan.

Administrators Present: Jim Delaney, Sara Tackett, Michael Way

Others Present: Jean Dailey, Recorder; Sophie Albee-Scott; Steve Albee-Scott; Madison Meyerhofer; Kathy Schoening and Donna Smith. Public attendance sign-in sheet attached to official minutes.

Consent Calendar: Moved by Ted Kolman, supported by Teresa Delph, that the consent calendar be approved as presented, inclusive of the minutes of the Public Hearing and Regular Meeting of December 13, 2012, as well as the Gifts and Donations and Personnel Actions. Ishwar highlighted some of the donations received for the Young Poets Contest, Meijer Project and the Children's Room at Carnegie. Motion carried unanimously.

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

Special Announcements/Presentations: There were no special announcements or presentations.

Current Bills: Moved by George Sewell, supported by Ted Kolman, to approve the current bills for December, 2012 as presented. Motion carried unanimously.

Financial Reports: Moved by George Sewell, supported by Teresa Delph, to approve the current financial reports for December, 2012 as presented. There was discussion regarding proposed budget adjustments, Penal Fines and Personal Property Taxes. Ishwar presented and reviewed a graph that displayed the projected revenue, expenses, surplus and/or deficit changes that occurred during the 2012 fiscal year. Motion carried unanimously.

Committee Reports:

Facilities Committee: Darrel Durham reviewed the minutes of the meeting held on February 10, 2013 which were included in the board packet. Meeting highlights included the Meijer Branch Expansion/Addition, Napoleon Branch Renovation, Henrietta Branch Parking Lot and Facility Updates for Eastern, Carnegie and Summit branches.

Finance Committee: The Finance Committee did not meet in January.

Governance Committee: The Governance Committee did not meet in January.

Personnel Committee: The Personnel Committee did not meet in January.

Director's Report and Activities: Ishwar reviewed the report which was in the board informational packet. There is a graph leading off the report that declares 2012 as a "Banner Year" for JDL and Ishwar briefly reviewed the statistical highlights. He also reviewed the numerous positive comments that have been received from patrons; the MIS Cares check presentation to the Brooklyn Branch; reactions to the new no fees policy for DVD's; and the donation to the Grass Lake Branch Friends from the Copper Nail Resale Shop.

Statistics: Ishwar and the board members discussed circulation trends and their impact on the library. Some of the report forms will be evaluated and revamped for this coming year.

Old Business:

Meijer Branch Project Update: Mike Way reported that the Meijer Project Team had met with TMP Architecture to review the designs and interior finishing samples. They will be back for another meeting next week to discuss and review more samples, shelving and technology questions. Everyone is excited about the progress which is right on schedule. Ishwar noted that we are right on track with the budget also. The Meijer Branch Project will be the topic of discussion for the February Study Session.

Woodlands Library Cooperative: There was no report.

Friends of the Jackson District Library: George Sewell reported that he was unable to attend the last board meeting but was planning to attend a special Planning Session to be held on Tuesday, January 29th. This session will focus on activities planned for the 2013 year as well as the annual membership drive.

Jackson County Chamber MLK Diversity Breakfast: Teresa Delph reported that this was an excellent event for the Martin Luther King, Jr. celebration. The Gene Davis Banquet Center was packed and there were lots of students in attendance. The speaker was John Drake, Founder and President of The Lingap Center who was excellent and gave a very emotional presentation. One of the students spoke and a video was shared about Challenge Day. Teresa and Larry Sanders represented the library along with staff members Jean Dailey and Sara Tackett. Heather Albee-Scott also attended with students from the Middle School at Parkside.

Sara Tackett expressed appreciation to the board on behalf of the Youth Center for sponsoring their attendance to this event. The students really appreciated the opportunity to attend and enjoyed the breakfast and the program.

Henrietta Branch Parking Lot: Mike Way updated the board regarding the unexpected additional expenses incurred in the Henrietta Branch Parking Lot expansion/addition as presented in the Facilities Committee minutes. Moved by George Sewell, supported by Ted Kolman, to accept the recommendation of the Facilities Committee to approve payment in

the amount of \$18,637.51 for the repaving/expansion of the parking lot at Henrietta. Motion carried unanimously.

Fines and Fees Schedule: Ishwar explained that there was one additional item (Notary Service at No Charge) that wasn't included on the Fines and Fees Schedule approved at the December 2012 Board Meeting. Moved by George Sewell, supported by Ted Kolman to approve the revised Fines and Fees Schedule as presented. Motion carried unanimously.

Other: There was no other old business.

New Business:

2013 Mileage Rates: Information on the 2013 mileage rates was included in the board informational packet.

2012 Budget Adjustments – Ishwar reviewed the recommended adjustments to the 2012 Budget under the Financial Reports portion of this meeting. Moved by Heather Albee-Scott, supported by Teresa Delph, to accept adjustments to the 2012 Budget as presented. Motion carried unanimously.

Other:
There was no other new business.

Communications: Communications were included in the packet. Darrell Durham announced that the Jackson City Council reappointed Teresa Delph to the Library Board for another four year term at their Tuesday, January 22, 2013 meeting. Board members congratulated Teresa on her reappointment.

Trustee Comments: Teresa Delph announced the 23rd Annual Teresa Delph Essay and Oratorical Contest to be held on Saturday, March 2, 2013 at the Jackson Crossing Mall.

Board members welcomed Heather Albee-Scott to the board and George Sewell complimented on her work with the “wonderful library project” at the Middle School at Parkside.

Moved by Teresa Delph, supported by George Sewell, that the meeting be adjourned at 7:10 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)