



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
FEBRUARY 28, 2013
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:00 p.m. and asked everyone to join in a moment of silence in memory of Karen Veramay, Concord Branch Manager.

ROLL CALL:

Board Members Present: Heather Albee-Scott, Debra Carmody, Teressa T. Delph, Darrell J. Durham, and Theodore R. Kolman

Board Members Absent: Lawrence S. Sanders (Excused), George H. Sewell (Excused)

Director: Ishwar Laxminarayan.

Administrators Present: Vicki Baldwin, Jim Delaney, Sara Tackett, Michael Way

Others Present: Jean Dailey, Recorder; Jim Best, Sharon Best, Melissa Bilbro, Jamie Palmer, Melissa Peters, Kathy Schoening and Sue Weible. Public attendance sign-in sheet attached to official minutes.

Consent Calendar: Moved by Teressa Delph, supported by Ted Kolman, that the consent calendar be approved as presented, inclusive of the minutes of the Annual and Regular Meetings of January 24, 2013, as well as the Gifts and Donations and Personnel Actions. Motion carried unanimously.

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

Special Announcements/Presentations:

Special Presentation – Darrell Durham presented a Certificate of Appreciation signed by board members 2012 as well as a plaque to former Trustee James Best in honor of his thirteen years of service to the Jackson District Library. A book of Jim’s choice will be added to the library collection in his honor.

Tribute to Karen Veramay, Concord Branch Manager – Jamie Palmer, LA1 at the Concord Branch, shared memories of Karen who was with JDL for fifteen years. Jamie stated that Karen loved the library, books and the community of Concord. Several examples of Karen’s service on behalf of the Library were given. Jim Best and Sara Tackett also shared stories and memories of Karen. She will be missed in Concord and at JDL.

Grass Lake Branch Presentation – Sue Weible, Grass Lake Branch Manager, gave a PowerPoint presentation featuring a closer look at the branch’s role in the Grass Lake Community. The Grass Lake Branch impacts Health, Schools, Business and Social Networks in Grass Lake through their many and varied programs and activities including: Friends of the Library, Children’s Programs, Knitters, Book Club, Adult and Family programs, Food programs, and Community Events. Sue noted that her patrons love the new free DVD/Video policy and new Thursday hours!

Current Bills: Moved by Debra Carmody, supported by Teresa Delph, to approve the current bills for January, 2013 as presented. Line items discussed included Internet, Bank Fees, Grant Projects and Salary and Wages. Motion carried unanimously.

Financial Reports: Moved by Ted Kolman, supported by Teresa Delph, to approve the current financial reports for January, 2013 as presented. There was discussion regarding DVD rentals and telephone refunds. Motion carried unanimously.

Committee Reports:

Facilities Committee: Darrel Durham reported that the Facilities Committee did not meet in February and the next meeting is scheduled for Thursday, March 7, 2013 at 4:00 p.m.

Finance Committee: Ted Kolman reported that the Finance Committee did not meet in February.

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

Personnel Committee: The Personnel Committee met prior to today's Study Session. The minutes will be in next month's board informational packet.

Director's Report and Activities: Ishwar noted that there is great community involvement at all of the branches. He highlighted the information and comments regarding the elimination of usage fees for DVD's and Video Games. This helped to increase district-wide circulation for January by 126%. Some of the smaller branches doubled their audio-visual circulation over January of 2012. Preliminary numbers for February indicate the same rate of increased circulation. In addition, new patron registrations have doubled over the previous January. Ted Kolman also noted that even after taking out the DVD's, there was still a 6.5% growth in Circulation. Heather Albee-Scott complimented the Henrietta Branch for the great Lifesized Candyland event.

Statistics: Ishwar commented that in addition to circulation, public computer use continues to increase, as does digital downloads.

"Library Services in the Digital Age" – Pew Research Center Report: Excerpts from this report were included in the Board Informational Packet. There was general discussion regarding the findings in the areas of use, marketing and service delivery.

Old Business:

Meijer Branch Project Update: TMP Architecture presented the designs and interior finishing samples at the board study session prior to the regular meeting. The general consensus is that we have ended up with a great design. There was discussion regarding the bid process and content, materials, and shelving.

Mike Way also noted that the makeovers at Napoleon and Summit went well and everyone is pleased with the results.

Woodlands Library Cooperative: Heather Albee-Scott reported that she will be attending her first Governing Board meeting on March 21, 2013. She did meet with Jim Seidl and learned a great deal about the Woodlands Library Cooperative.

Friends of the Jackson District Library: Sara Tackett reported that the meeting had focused on Membership, Book Sales and activities to take place during National Library Week.

Other: There was no other old business.

New Business:

Young Poets 2013: Jean Dailey reported that 812 poetry entries have been received representing students from 24 different schools and homeschooled. In addition to the Awards Ceremony, Kenn Nesbitt, "Poet in Residence", will make nine school visits, present two library family programs, a Tuesday afternoon program and speak to the Breakfast Rotary Club. The Awards Ceremony will be held on Monday, April 22, 2013 in the Middle School at Parkside Auditorium. Sponsors this year include the Friends of the Library, Comerica Bank, Walmart Foundation, Country Inn and Suites and individuals. Requests have been made to other organizations and we hope to hear from them soon.

Word Wise Programs – Sara Tackett reported on upcoming Word Wise programs with Rob and Claire LaZebnik. A three time Emmy winner, Rob is a television writer currently working as a co-executive producer on *The Simpsons*. Claire is an author/novelist who has written adult and young adult novels. She also co-wrote two books on autism with Dr. Lynn Koegel. They will be presenting programs on March 27 and 28, 2013. A reception for them will be held at the Jackson Symphony Orchestra on Thursday, March 28th at 7:00 p.m.

March 28, 2013 Meeting Time – Due to scheduling issues, it was moved by Heather Albee-Scott, supported by Ted Kolman, to combine the regularly scheduled JDL Board meetings of March 28, 2013 and April 25, 2013 to one meeting to be held on April 11, 2013 at 6:00 p.m. Motion carried unanimously.

Audio Visual Collections and Maintenance – Ishwar reviewed the statistics reflecting that following the elimination of usage fees, the Jackson District Library is experiencing overwhelming demand from patrons for DVDs and videogames throughout the district. This heavy usage has also resulted in more cleaning, repairing and general maintenance of the audiovisual collections. To ensure that patrons throughout the system have a wide selection of current titles to choose from, the director recommends that the Board approve a transfer from the fund balance to purchase additional DVDs, videogames, and a high capacity video disc cleaning machine. Moved by Debra Carmody, supported by Teresa Delph, to approve an additional allocation of \$250,000 from the fund balance to purchase additional DVDs and videogames, and to purchase the RTI Eco Master Optical Disc Repair System. Motion carried by a vote of 3 Yeas (Albee-Scott, Carmody, Delph) to 2 Nays (Durham, Kolman).

Other:
There was no other new business.

Communications: Communications were included in the packet.

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

Moved by Ted Kolman, supported by Teresa Delph, that the meeting be adjourned at 8:00 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)