



**MINUTES OF THE RESCHEDULED REGULAR MEETING OF  
THE BOARD OF TRUSTEES  
APRIL 11, 2013  
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:** Heather Albee-Scott, Debra Carmody, Teressa T. Delph, Darrell J. Durham, Theodore R. Kolman, Lawrence S. Sanders, and George H. Sewell

**Board Members Absent:** None

**Director:** Ishwar Laxminarayan.

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

**Others Present:** Jean Dailey, Recorder; Chris Martin, Melissa Peters, Kathy Schoening, Donna Smith and Patty Snoblen. Public attendance sign-in sheet attached to official minutes.

**Consent Calendar:** Moved by Teressa Delph, supported by Larry Sanders, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of February 28, 2013, as well as the Gifts and Donations and Personnel Actions. Motion carried unanimously.

**Public Comment:** Chris Martin with Laux Construction introduced himself to the Board. Laux Construction is based in Holt, Michigan but Chris is from Jackson. He thanked the board for including the company in the bid process for the Meijer Branch Renovation/Expansion project and is willing to answer any questions that members may have.

**Special Announcements/Presentations:**

Special Presentation – Darrell Durham presented a Certificate of Appreciation from the Woodlands Library Cooperative to Trustee Lawrence Sanders in honor of his service on the Woodlands Cooperative Governing Board.

**Current Bills:** Moved by George Sewell, supported by Heather Albee-Scott, to approve the current bills for February, 2013 as presented. Line items discussed included Printing/Promotions/Publicity. Motion carried unanimously.

**Financial Reports:** Moved by Heather Albee-Scott, supported by Ted Kolman, to approve the current financial reports for February, 2013 as presented. There was discussion regarding Vehicle Repair and Maintenance and Penal Fines. Motion carried unanimously.

**Committee Reports:**

Facilities Committee: Darrel Durham reported that the Facilities Committee did not meet in March and the next meeting is scheduled for Thursday, May 2, 2013 at 4:00 p.m.

Finance Committee: Ted Kolman reported that the Finance Committee met on March 28, 2013. He reviewed the minutes which were in the board information packet.

Governance Committee: The Governance Committee was not scheduled to meet in March.

Personnel Committee: George Sewell reported that the Personnel Committee met on February 28, 2013 and the minutes were included in the board information packet.

**Director's Report and Activities**: Ishwar noted that there is a great range of activities across the district. He highlighted the wonderful Carnival Kick-off to March is Reading Month at the Carnegie Library with over 350 participants; participation by Jim Delaney, Sue Herrington and Danah Wayne in the 23<sup>rd</sup> Annual Teresa Delph Essay and Oratorical Contest; the donation of 52 computers to non-profit organizations through the Non-Profit Network; and the "face lifts" and reconfiguration of space at the Napoleon and Summit branches.

**Statistics**: Ishwar distributed March 2013 Circulation Statistics and First Quarter Circulation for AV materials. Circulation remains high and nine branches in March checked out more DVD's than Adult Books. He cannot remember any time in the recent past that the monthly circulation was in the six digits. We will continue to monitor this and also will report on the number of new library cards issued during this time period.

#### **Old Business:**

Meijer Branch Project Update: Mike Way reported on the bid process. He feels that we have a good partner with TMP Architecture. We are now through the design stage and moving on to the Building Phase of the project.

Woodlands Library Cooperative: Heather Albee-Scott reported that she attended her first Governing Board meeting on March 21, 2013. There was a lot of discussion regarding Tax Captures and the effects on public entities, i.e., Detroit Zoo, etc. Woodlands Director, Jim Seidl is retiring and the search has started for a new Director.

Friends of the Jackson District Library: George Sewell was unable to attend the last meeting. Donna Smith reported that the main topic had been preparation for the Big Book Sale to be held April 18-20<sup>th</sup> at the Carnegie Library.

Young Poets 2013: Jean Dailey distributed copies of the Poetry Booklet and noted that the list of student authors and their prize-winning poems had been included in the Board Information Packet. The Awards Ceremony will be held at 6:00 p.m. on Monday, April 22<sup>nd</sup> at the Middle School at Parkside Auditorium. Board members are invited to come and participate in the program. Darrell Durham will be giving the Welcoming Remarks on behalf of the board.

Other: There was a short discussion on the successful events featuring Rob and Claire LaZebnik. Debra Carmody was very impressed with the reception at the JSO and the great press the events received. Heather Albee-Scott reported that the "Simpson's Event" at the Michigan Theatre had a very diverse group of attendees from students to senior citizens. Ishwar noted that the LaZebniks also spoke at the Rotary Club. The board thanked Sara Tackett and the Word Wise committee for their work on these events.

## **New Business:**

Meijer Branch Renovation/Expansion Project Bids – Moved by George Sewell, supported by Debra Carmody, to award the contract for the Meijer Branch Renovation/Expansion to Laux Construction (the low bidder) for the base amount of \$1,800,000 with Alternate 1, Existing Roof Tear-off and Replacement, for the additional amount of \$16,300.00. Motion carried unanimously.

Tuition Reimbursement Policy Revision – Jackson District Library has had a Tuition Reimbursement Plan in place for seven years. The Policy states “No applicant will be approved for more than 4 courses per year.”, and is assumed to be on a semester basis. However, since a number of employees are attending Baker College, which is on a quarter system, there is a need to amend the Policy to reflect that difference. The proposed revised Policy reads “No applicant will be approved for more than 4 courses per year (on a semester basis) or 6 courses per year (on a quarter basis)”. Moved by Heather Albee-Scott, supported by Debra Carmody, to approve the revision of the Tuition Reimbursement Policy to reflect the difference between semesters and quarters. Motion carried unanimously.

### Other:

George Sewell volunteered to represent the board on the negotiations committee as the time is near to re-negotiate contracts. Jim Delaney announced that Bob Grover is retiring and Brendan Beer will be the new attorney.

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

**Trustee Comments:** Larry Sanders thanked the board, staff and administration for their support during the loss of his daughter and his recent illness. Heather Albee-Scott reported that she went to the JDL All-Staff meeting. It was great and she loved the excitement over no rental fees for DVD's. The staff is concerned though with the general lack of teen services. George Sewell commented that teen services are part of our current initiative. Ted Kolman offered congratulations to Ishwar and the staff for their innovation with services. In this current economic climate, lots of big name businesses are struggling but JDL's business has grown!

Moved by Larry Sanders, supported by Ted Kolman, that the meeting be adjourned at 6:58 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman  
Secretary/Treasurer

(Jean Dailey, Recorder)