



**MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF TRUSTEES  
MAY 23, 2013**

**CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:02 p.m.

**ROLL CALL:**

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

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

**Director:** Ishwar Laxminarayan.

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

**Others Present:** Jean Dailey, Recorder; Joyce Betz, Scott McLane, Melissa Peters, Kathy Schoening, Donna Smith and Marcia Young. 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 Rescheduled Regular Meeting of April 11, 2013, as well as the Gifts and Donations and Personnel Actions. Motion carried unanimously.

**Public Comment:** Vicki Baldwin announced that JDL was having a Bake Sale in conjunction with Cruse In Night on Friday, May 24<sup>th</sup> and invited everyone to participate. Proceeds from the sale will go to Relay for Life.

**Special Announcements/Presentations:**

Napoleon Branch Presentation – Branch Manager Nicole Gilbert was unable to present at this meeting, therefore the Napoleon Branch presentation has been postponed to the August 22, 2013 board meeting.

Special Presentation – Ishwar introduced Joyce Betz and Marcia Young who received Certificates of Appreciation plaques from the Jackson County Department on Aging at a luncheon on May 22, 2013. They were honored for their efforts on behalf of the Library in the areas of Outreach (Marcia) and Computer Classes at the Word of Light Nutrition Center and the Crouch Senior Center (Joyce). The board expressed their appreciation also.

**Current Bills:** Moved by George Sewell, supported by Debra Carmody, to approve the current bills for March and April, 2013 as presented. Line items discussed included Payroll, Retiree Health Care, Utilities, Capital Improvement and Grants. Motion carried unanimously.

**Financial Reports:** Moved by Heather Albee-Scott, supported by Debra Carmody, to approve the current financial reports for March and April, 2013 as presented. Ishwar

updated the board on Property Tax revenues, Meijer Branch Renovation/Expansion Project Donation, Penal Fines and Grants. Motion carried unanimously.

**Committee Reports:**

Facilities Committee: Darrel Durham reported that the Facilities Committee had not met since the last board meeting.

Finance Committee: Ted Kolman reported that the Finance Committee has not met since the last board meeting; however, bids have been solicited from a number of banks for services. The Finance Committee will review these bids at their meeting on June 17<sup>th</sup> and select two or three to bring to the board.

Governance Committee: The Governance Committee has no meetings scheduled at this time.

Personnel Committee: George Sewell reported that the Personnel Committee has not had a regular meeting but they are participating in labor negotiations.

**Director's Report and Activities:** Ishwar noted that the Media Room at Carnegie has proven to be a huge success and asked Melissa Peters to share information with the board. Melissa highlighted circulation, computer usage and the phenomenal efforts of the staff in working together to handle the high demands. Ishwar highlighted the many stories and activities at all the branches and the Young Poets Contest Awards Ceremony. Darrell, Heather and George attended the ceremony. Darrell commented on how great the branch reports were in the board informational packet and how nice all the pictures are.

**Statistics:** Ishwar reported that the Circulation continues to grow. The "video boom" started in January and demand continues to rise. All branches showed positive numbers with Interloan the only area reporting in the negative. This was a software problem and Interloan figures will be corrected in next month's report. Public Computer use also continues to grow with the iMacs located in the Carnegie Media Room accounting for the fourth largest area of computer use throughout the library system.

**Old Business:**

Meijer Branch Project Update: Mike Way reported that the contract with Laux has been signed and a meeting was held with JDL, Laux and TMP to discuss the basic ground rules, responsibilities and procedures. He also distributed copies of "before" and "after" pictures of the building site with the fencing that was installed earlier today. Actual work on the site is scheduled to begin on Tuesday, May 28<sup>th</sup>. Donna distributed invitations to the Ground Breaking Ceremony to be held on Friday, May 31<sup>st</sup> at 10:00 a.m.

Woodlands Library Cooperative: Heather Albee-Scott reported that three candidates have been selected to be interviewed starting on June 14<sup>th</sup> for the Woodland Library Cooperative's Director's position. It is anticipated that the new Director will start in September, 2013.

Friends of the Jackson District Library: George Sewell reported that the Friends have a number of activities/events planned with Book Sales at Cruise In Nights, Summer Reading Program Kick-Off Book Sale, planters, and the "Friends Read".

Young Poets 2013: Jean Dailey thanked everyone for their support and participation in the Awards Ceremony. It was a great event with close to 300 people in attendance. Kenn Nesbitt was a great addition to this year's program and all the students, teachers and families attending his school visits and family programs enjoyed his presentations. During the course of his visit, he spoke to over 1200 students and adults. There are pictures of the activities and ceremony in the board informational packet.

Other: There was no other Old Business.

### **New Business:**

2012 Audit Report – Scott McLane with Markowski and Company presented the 2012 Audit Report to the Board. This was a clean audit that speaks highly of JDL. Moved by Ted Kolman, supported by Heather Albee-Scott that the completed audit of the 2012 Financial Statements be approved as presented. Motion carried unanimously.

Summer Reading Program – Melissa Peters reported on the 2013 Summer Reading Program and all the activities and events that are planned. Highlights include:

- Partnering with the Jackson Public School District Lunch Program to be a lunch site and connecting this activity with the Summer Reading Program.
- All children's books have been marked so that students and parents can find their reading level easier.
- Implementation of a new Online Registration for Summer Reading Program participants. Thanks to our I.T. department for making this possible.
- All branches will get at least three programs.
- Summer Reading Program Kick-Off is June 15, 2013 at the Carnegie Library. There will be a live DJ, all branches will have activities for children (including Tech Services and the Administration Building), Laux Construction will be bringing a Back Hoe, the Road Commission will have their big Snow Plow, there will also be a fire engine and police car, Biscuit & Gravy (Dogs) from Bob Evans Restaurant, 800 Hot Dogs, Cotton Candy and a lot of fun for all! A pizza party for staff, board and all helpers will be held immediately following the event.

Other:

There was no other New Business.

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

**Trustee Comments**: George Sewell suggested a round of applause be given to Vicki and the Finance Department for their diligence which resulted in a great audit.

Debra Carmody complemented Ishwar and the staff for all their work and handling of the variety of situations that arise.

Darrell Durham thanked Jean Dailey for all her work with the Young Poets Contest and remarked that she represents the library very well.

Darrell also presented a card to Ted Kolman and on behalf of the board and staff wished Ted and his wife a Happy 50<sup>th</sup> Wedding Anniversary.

Moved by Ted Kolman, supported by Heather Albee-Scott, that the meeting be adjourned at 7:06 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman  
Secretary/Treasurer

(Jean Dailey, Recorder)