



**MINUTES OF THE REGULAR MEETING OF
THE BOARD OF TRUSTEES
JUNE 27, 2013
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

Treasurer Theodore Kolman called the meeting to order at 6:02 p.m.

ROLL CALL:

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

Board Members Absent: Darrell J. Durham (excused), 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; Calvin Battles, Lorraine Butchart, Melissa Peters, Chris Sadler, Kathy Schoening, and Donna Smith. Public attendance sign-in sheet attached to official minutes.

Consent Calendar: Moved by Teressa Delph, supported by Debra Carmody, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of May 23, 2013, as well as the Gifts and Donations and Personnel Actions. Motion carried unanimously.

Public Comment: There was no public comment.

Special Announcements/Presentations:

Hanover Branch Presentation – Branch Manager Chris Sadler thanked the board for the opportunity to share information about the Hanover Branch of the Jackson District Library. Usually, he talks about all the activities and programs that take place at the branch; however, for tonight's meeting, Chris wanted to share some stories about how the library meets its mission of "*Inspiring our community to discover, learn and succeed*" by serving the residents of the community.

Danielle is a young person (age 14) who has **discovered** a different world through her activities with the library and assistance from staff. She worked with the library to conduct a successful "read-a-thon" to raise money for Multiple Sclerosis. In visiting with her, Chris discovered that she didn't know what she was going to do in the future and didn't have information on colleges or careers. He assisted her in researching career and educational opportunities and she is now interested in becoming a zoologist.

Alex and Christian are elementary students with some learning disabilities. Together with their Mother, who has some health issues, the family is working together at the library with Chris as a tutor/mentor. They are inspired to **learn** with the support that the library provides them.

Vern is an unemployed welder. He came into the library because he heard that there were websites to help find employment. At the time, he was not familiar with computers and didn't know how to operate them at all. Chris and Vicki worked with him so that now he can surf the web and use Office programs. He has been applying for jobs and includes his new computer skills on his resume. Because of these, he is now being contacted for employment interviews and will **succeed** in finding work.

Current Bills: Moved by Heather Albee-Scott, supported by Debra Carmody, to approve the current bills for May, 2013 as presented. Motion carried unanimously.

Financial Reports: Moved by Heather Albee-Scott, supported by Teresa Delph, to approve the current financial reports for May, 2013 as presented. Questions and discussion included Printing Costs, Property Tax, Contributions, Penal Fines, Retiree Health Care, Health Insurance and Professional Fees line items. Motion carried unanimously.

Committee Reports:

Facilities Committee: In Darrel Durham's absence, Ted Kolman reviewed the minutes from the Facilities Committee that were included in the board informational packet. The next meeting is scheduled for Thursday, July 11, 2013.

Finance Committee: Ted Kolman reported that the Finance Committee had met prior to this evening's board meeting and also on June 17th with those minutes included in the board informational packet. At these meetings, they reviewed the May financials, discussed the state budget and reviewed the investments and banking services offered by a number of financial institutions. They selected four banks to invite to give presentations at the next Finance Committee meeting scheduled for Monday, July 15, 2013 at 8:30 a.m.

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

Personnel Committee: In the absence of George Sewell, Teresa Delph reported that the Personnel Committee had met prior to today's board meeting and that the minutes would be included in next month's board informational packet. The next meeting is scheduled for Thursday, July 25, 2013 at 3:00 p.m.

Director's Report and Activities: Ishwar highlighted the quality and variety of branch activities such as the Stained Glass Windows at Brooklyn, the Groundbreaking Ceremony at the Meijer Branch, the Henrietta Branch Garden, assistance with college scholarships by Steven George at the Eastern Branch and Joyce Betz's Geocaching report.

Statistics: Ishwar reported that the Circulation is up 24% year-to-date over last year at this time. DVD and video game circulation continue to grow; ; however, digital content is beginning to level off. Public Computer use also continues to grow.

Old Business:

Meijer Branch Project Update: Mike Way reported that things are going well and they have only lost one day's work to rain so far. He shared pictures showing the underground sewer

pipes, electric and water lines in place. They have created a new entry for the existing building and have generated a lot of excitement with patrons and staff!

Woodlands Library Cooperative: Heather Albee-Scott reported that Woodlands has hired a new director, Kate Pohjola Andrade, who will be starting in mid-August.

Friends of the Jackson District Library: Sara Tackett reported that the Friends have a number of activities/events planned with Book Sales at Cruise In Nights, plants at Carnegie and Administration Building, and the "Friends Read" featuring Life After Life by Kate Atkinson.

Summer Reading Program: Melissa Peters reported on the "amazing" Summer Reading Program kick-off held on June 15, 2013. Over 2200 people attended and consumed 800 Hot Dogs and 500 slices of pizza. All the activities were packed and 546 kids registered for the program at the event thanks to online registration. This was truly a team project and Melissa thanked the staff, board, friends and participants. The board enjoyed the power point presentation of pictures of the event and congratulated Melissa on an excellent start to Summer Reading.

Other: There was no other Old Business.

New Business:

Reciprocal Agreement with Albion District Library – Ishwar reviewed this agreement which is up for renewal. Moved by Heather Albee-Scott, supported by Debra Carmody, to renew the Reciprocal Agreement with the Albion District Library from July 1, 2013 to June 30, 2014. Motion carried unanimously.

Symphony Computer System Enhancements – The Rosebud Governance Committee recommends approval of a 7 year contract with Sirsi Dynix to provide maintenance services for the Symphony automation system shared by Jackson District Library and Jackson College. This contract will include several new products – Enterprise/Portfolio, eResource Central, Mobile Circ, Social Library and Authority Control Services - that will significantly enhance the customer experience. Ishwar reviewed the proposed services and funding. Moved by Debra Carmody, supported by Teresa Delph, to authorize the director to finalize a 7 year contract with Sirsi Dynix to provide maintenance services and several enhancements to the Symphony automation system shared by Jackson District Library and Jackson College. Motion carried unanimously.

Closed Session – Labor Agreements: Moved by Heather Albee-Scott, supported by Debra Carmody, to adjourn into Closed Session for the purpose of discussing Labor Agreements. Motion carried unanimously. Meeting adjourned into closed session at 6:44 p.m.

Moved by Debra Carmody, supported by Teresa Delph, to return to Open Session at 6:59 p.m. Motion carried unanimously.

Labor Agreements – Collective bargaining has resulted in ratification by the MEA of the 2013-2016 labor agreement. Moved by Heather Albee-Scott, supported by Debra Carmody, to ratify the 2013-2016 labor agreement with the MEA. Motion carried unanimously.

Collective bargaining has resulted in ratification by the Teamsters of the 2013-2016 labor agreement. Moved by Debra Carmody, supported by Teresa Delph, to ratify the 2013-2016 labor agreement with the Teamsters. Motion carried unanimously.

Other: There was no other New Business.

Communications: Communications were included in the packet. Heather Albee-Scott noted that Calvin Battles is a celebrity at the Middle School at Parkside. The letter in the packet from Jordan Arntz was the result of an eighth grade English assignment to write a letter of appreciation to teachers and/or staff members who have made an impact on the student.

Trustee Comments: Heather Albee-Scott noted that Jeff Boyer's (The Magic Guy!) program was fantastic. Jeff will be presenting his program at all the library branches this summer as part of the Summer Reading Program.

Moved by Teresa Delph, supported by Heather Albee-Scott, that the meeting be adjourned at 7:03 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer

(Jean Dailey, Recorder)