



**MINUTES OF THE REGULAR MEETING OF  
THE BOARD OF TRUSTEES  
NOVEMBER 21, 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, Teresa T. Delph, Darrell J. Durham, Theodore R. Kolman, George H. Sewell, and David Zuleski

**Board Members Absent:** None

**Director:** Ishwar Laxminarayan.

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

**Others Present:** Jean Dailey, Recorder; Lorraine Butchart; Erica Grimm, Melissa Peters, Kathy Schoening, and Jim Seidl. 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 Regular Meeting of October 24, 2013, as well as the Gifts and Donations and Personnel Actions. Motion carried unanimously.

**Public Comment:** There was no public comment.

**Special Announcements/Presentations:**

Special Presentation to Jim Seidl – Darrell Durham presented a plaque to Jim Seidl, in honor and appreciation for his support and advocacy on behalf of Michigan libraries as Director of the Woodlands Library Cooperative from 1992 to 2013. Mr. Seidl will have a book of his choice placed in the collection at the Carnegie Library in his honor.

Brooklyn Branch Presentation – Erica Grimm, Branch Manager for the Brooklyn Branch thanked the board for the opportunity to share information with them. Erica updated the board on the staff, exciting things happening at the branch, expanding outreach in the community, committee participation and representation, successful programs and conferences attended. The board thanked Erica for her presentation.

**Current Bills:** Moved by George Sewell, supported by Ted Kolman, to approve the current bills for October 2013 as presented. Motion carried unanimously.

**Financial Reports:** Moved by Heather Albee-Scott, supported by Teresa Delph, to approve the current financial reports for October 2013 as presented. Questions and discussion included financial institutions, retiree health care, and electronic software. Motion carried unanimously.

**Committee Reports:**

Facilities Committee: Did not meet since the last board meeting.

Finance Committee: Ted Kolman reported that the committee met prior to the board meeting with the full board in attendance. They reviewed the 2013 recommended adjustments and the proposed 2014 budget.

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

Personnel Committee: George Sewell reported that the Personnel Committee met on November 7, 2013 and discussed the Director's Evaluation, staffing recommendations and Affordable Care Act issues.

**Director's Report and Activities:** Ishwar highlighted staff that attended the MLA Conference in October, the American Girl Tea Party at Carnegie, the Organ Donor Registry which was a state-wide initiative, the community walks at Grass Lake, outstanding programs at Henrietta, the Zombie Party for teens and the psychic medium program at Napoleon, as well as activities and programs at Springport and Summit branches. Other highlights included the Teresa Irish presentation at the Friends' Dinner and Carnegie, and the University of Michigan students participating in working with JDL to identify how information flows onto our website.

Statistics – Ishwar reported that the Circulation is up 26% overall and JDL passed the 1 million mark in total checkouts in November. As of today, we have had 1,006,442 check-outs! Computer Usage continues to trend upward. There was a question on the database report regarding the decline of MEL searches since the beginning of the year. Ishwar will investigate and report back at the next meeting.

**Old Business:**

Meijer Branch Project Update – Mike Way reported that there has been a delay due to Consumers Energy scheduling and now the storm from last weekend has resulted in power outages throughout the mid-Michigan area. Consumers is hoping to reschedule for early next week to get the building hooked up so finishing work can continue. The staff is excited and getting ready for the move. This has been a very good project with a great contractor and architect. Mike presented a brief PowerPoint highlighting the progress of the project.

Woodlands Library Cooperative – Heather Albee-Scott reported that the Governing Board was meeting this evening and she had to miss it due to the JDL meeting. She will have a report at the next board meeting.

Friends of the Jackson District Library – George Sewell reported that he attended the November 11<sup>th</sup> Friends' Board meeting where they discussed their successful Annual Dinner meeting and final plans for the Holiday Open House on November 22<sup>nd</sup>. Melissa reported that the Friends are very excited about this event and have had hot dogs donated from A&A Meats and baked goods from Hinkley Bakery.

Million Checkouts Celebration – Ishwar spoke about this during the Director's Report section.

Imagination Library Partnership Agreement Renewal – Moved by Ted Kolman, supported by Debra Carmody, to renew the Imagination Library Partnership Agreement through September 30, 2014. Motion carried unanimously.

Other – There was no other Old Business.

### **New Business:**

2013 Budget Adjustments – Proposed budget adjustments for October 2013 were presented during the Finance Committee meeting and included in the board packet. Moved by George Sewell, supported by Teresa Delph, to accept the adjustments to the 2013 Budget as presented. Motion carried unanimously.

2014 Proposed Budget – Ishwar noted that the proposed 2014 Budget had been discussed during the Finance Committee meeting and there would be opportunities to review and discuss this again at the December 16, 2013 Finance Committee, the December 19, 2013 Board Study Session and the December 19, 2013 board meeting.

Closed Session (to consider the Director's Personnel Evaluation) - Ishwar Laxminarayan requested the board meet in closed session to review his evaluation. Moved by George Sewell, supported by Debra Carmody, to adjourn into Closed Session for the purpose of discussing the Director's Personnel Evaluation. Motion carried unanimously. Meeting adjourned into closed session at 7:18 p.m.

Moved by George Sewell, supported by Teresa Delph, to return to Open Session at 8:08 p.m. Motion carried unanimously.

Director's Evaluation – Based upon a favorable Evaluation, the Personnel Committee unanimously recommends that Ishwar Laxminarayan, Director, receive an annual salary adjustment retroactive to his anniversary date. Moved by George Sewell, supported by David Zuleski, that Ishwar Laxminarayan, Director, receive a salary adjustment as recommended by the Personnel Committee retroactive to his anniversary date. Motion carried unanimously.

Other: There was no other New Business.

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

**Trustee Comments:** There were no additional comments.

Moved by Ted Kolman, supported by Heather Albee-Scott, that the meeting be adjourned at 8:10 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman  
Secretary/Treasurer

(Jean Dailey, Recorder)