



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
DECEMBER 19, 2013
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:03 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: David Zuleski (excused)

Director: Ishwar Laxminarayan

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

Others Present: Jean Dailey, Administrative Secretary; Melissa Peters; Kathy Schoening and Donna Smith.

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 November 21, 2013, as well as the Gifts and Donations and Personnel Actions for November 2013. Motion carried unanimously.

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

Special Announcements/Presentations:

Million Checkouts Celebration – Sara Tackett presented “Thanks a Million” lapel pins to all the Board Members in honor of reaching the circulation milestone.

Current Bills: Moved by Heather Albee-Scott, supported by Teressa Delph, to approve the current bills for November 2013 as presented. There was brief discussion regarding Rosebud Maintenance. Motion carried unanimously.

Financial Reports: Moved by Debra Carmody, supported by Heather Albee-Scott, to approve the current financial report for November 2013 as presented. Line items discussed included Penal Fines and Retiree Health Care. Motion carried unanimously.

Committee Reports:

Facilities Committee: Darrell Durham reported that the Facilities Committee had met at the Meijer Branch on December 5th and discussed the progress in the addition, the “Punch List”, reviewed the project budget and toured the new addition. The Open House for the addition will be from 4:00 – 8:00 p.m. on Thursday, January 9, 2014. The Grand Opening Celebration is scheduled for Saturday, June 21, 2014 when the renovation phase is completed.

Finance Committee: Ted Kolman reviewed the activity and discussion items from the meeting on Monday, December 16, 2013. The committee recommends approval of the 2014 budget as presented.

Governance Committee: Debra Carmody reported that the Governance Committee has not met.

Personnel Committee: George Sewell reported that the Personnel Committee met prior to the Board Study Session today. They discussed several issues including staff recognition, staffing phone changes and the Right to Work Act. Minutes will be included in next month's Board Information Packet.

Director's Report and Activities: Ishwar stated that 2013 had been a great year thanks to all the hard work on the part of the staff district-wide. He thanked the board members and staff for their support of the library.

Statistics: As the reports show, this has been a very good year for the use of all library services.

Old Business:

Meijer Branch Project Update: Mike Way reported that JDL took occupancy of the new addition last Thursday (12/12/13). Demolition is currently taking place in the old branch building. Staff is working in the new area and receiving training for the technology (pick-up lockers, key cards, etc.) Everyone is excited about the addition and looking forward to opening for patrons' use again soon. The entire community is invited to the Open House on Thursday, January 9th from 4:00-8:00 p.m.

Woodlands Library Cooperative: Heather Albee-Scott reported that the Woodlands Library Cooperative board has not met since JDL's last board meeting. A new website for Woodlands is being developed.

Friends of the Jackson District Library: George Sewell reported that the Holiday Open House in November was a tremendous success. They gave over 300 books to children and the Friends made over \$1000 with their book and bake sales. The addition of Hot Dogs and Hot Chocolate were well received. George also noted that the Holiday Tea for the Friends was a very nice event and well attended by members of Friends Groups from all branches. There was a lot of great food and Ishwar honored the Friend of Year from the Grass Lake Branch as well as all of the nominees.

Other: There was no other old business.

New Business:

Approval of 2014 Budget: Moved by Ted Kolman, supported by Teresa Delph, that the proposed 2014 Budget be approved as presented at the Public Hearing, December 19, 2013. Motion carried unanimously.

Internet Contract Renewal: This item was tabled to the January 23, 2014 meeting.

2014 Holidays: Moved by George Sewell, supported by Heather Albee-Scott, that the Jackson District Library shall be closed to observe the 2014 holidays as presented, and eligible employees will receive payment for these as well as one floating holiday according to policy. Motion carried unanimously.

2014 Board Meeting Dates: Ishwar noted that there are two sets of proposed meeting dates for 2014 including the traditional schedule (A) of meeting once a month and an alternate proposal (B) for meeting every other month. Moved by George Sewell, supported by Heather Albee-Scott, that the Board approve the 2014 Board meeting dates as presented in Proposal B. Motion passed unanimously.

Staff Recognition Dinner – There will be a dinner held on Friday, January 24, 2014 at 6:00 p.m. at the Ella Sharp Museum to honor and recognize staff for their hard work and dedicated service. Branches will close at 5:00 p.m. that day so that all employees have the opportunity to attend.

2014 MLK Diversity Breakfast – Moved by George Sewell, supported by Heather Albee-Scott, to sponsor a Youth Table and purchase two additional tickets for the 2014 MLK Diversity Breakfast on Friday, January 17, 2014. This is a total cost of \$340.00. Motion carried unanimously.

Other: There was no other New Business.

Communications: Communications were included in the packet.

Trustee Comments: Debra Carmody noted that this was an incredibly successful year and that Jackson District Library is one of Jackson's finest! Darrell Durham wished the Board and Staff "Happy Holidays" and thanked everyone for their dedication and good work.

Moved by Ted Kolman, supported by Teressa Delph, that the meeting be adjourned at 6:38 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman
Secretary/Treasurer
(Jean Dailey, Recorder)