



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
JANUARY 23, 2014
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:10 p.m.

ROLL CALL:

Board Members Present: Heather Albee-Scott, Teresa T. Delph, Darrell J. Durham, Theodore R. Kolman, George H. Sewell, and David Zuleski

Board Members Absent: Debra Carmody (excused)

Director: Ishwar Laxminarayan

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

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

Consent Calendar: Moved by Teresa Delph, supported by Heather Albee-Scott, that the consent calendar be approved as presented, inclusive of the minutes of the Public Hearing and Regular Meeting of December 19, 2013, as well as the Gifts and Donations and Personnel Actions for December 2013. Motion carried unanimously.

Public Forum: The meeting was opened for public comment. Debra Green requested the Board to consider establishing a library branch on the south side of Jackson in the area of Francis and High Streets. Years ago there was a small branch library in that location which closed in the 1960's or 1970's. She indicated that she would be willing to assist JDL in this endeavor.

Connie Romain, Membership Chairperson for the Friends of the Jackson District Library highlighted activities and events that the Friends' group has undertaken in the past couple of years as well as financial support for library programs, events and services. They have numerous activities and support efforts planned for 2014 and she encouraged all the trustees to join the Friends of the JDL.

Special Announcements/Presentations: Melissa Peters distributed samples of chocolate candies that will be distributed to library patrons on February 3, 2014 as part of Patron Appreciation Day. Drawings for electronic tablets will also take place at all the branches that day as JDL celebrates setting a new record for circulation during 2013.

Current Bills: Moved by Ted Kolman, supported by Teresa Delph, to approve the current bills for December 2013 as presented. There was brief discussion regarding the Online Content and Capital Projects line items. Motion carried unanimously.

Financial Reports: Moved by George Sewell, supported by Heather Albee-Scott, to approve the current financial report for December 2013 as presented. Ishwar briefly reviewed the income, expense, capital and fund balance lines for the year of 2013. Motion carried unanimously.

Committee Reports:

Facilities Committee: Darrell Durham reported that the Facilities Committee had not met since the prior Board meeting.

Finance Committee: Ted Kolman reported that the Finance Committee met prior to the Board meeting where Ishwar reviewed the finances and recommended budget adjustments. Ted commended Ishwar and staff for their work on being very conscious of the budget but still providing outstanding library services.

Governance Committee: The Governance Committee has not met.

Personnel Committee: Minutes of the Personnel Committee meeting were included in the Board Informational Packet.

Director's Report and Activities: Ishwar stated that the branches continue to provide outstanding programs and highlighted several that took place in December. He also reported that the new Hoopla service is getting a lot of use with over 500 registrations in the first two weeks.

Statistics: Circulation reached an all-time high in 2013 setting the new benchmark at 1,147,408. Statistics in other areas also reflect this upward trend. It was a wonderful year for library service in Jackson County. Darrell Durham expressed "kudos" to all the staff.

Old Business:

Meijer Branch Project Update: Mike Way reported that JDL opened up the new addition on January 9, 2014 and celebrated with a community Open House from 4:00-8:00 p.m. Over 300 people attended and were very impressed with the facility. Phase 2 has started and approximately 50% of the demolition is complete. There have been some issues identified and are being resolved as is to be expected in any renovation project. Overall, everything is going well in both the addition and the renovation.

Woodlands Library Cooperative: Heather Albee-Scott reported that the Woodlands Library Cooperative board has not met since JDL's last board meeting.

Friends of the Jackson District Library: George Sewell reported that the Friends emphasis for this year is on rebuilding membership.

Jackson County Chamber MLK Diversity Breakfast: Heather Albee-Scott reported that there was a good crowd at this year's event and the presentation by Shirley Stancato, Executive Director of New Detroit, Inc., was very well received. Jean reported that the Youth Table Sponsorships had been sold out so we were unable to sponsor a Youth Table this year.

Other: There was no other old business.

New Business:

2014 Mileage Rates: Information on the 2014 mileage rates was included in the board informational packet.

Telecommunication Contracts: Ishwar distributed and reviewed information on the telecommunications cost from 2011 through 2016 projections. He recommends that the Jackson District Library award the following bids:

- Internet Services for all 13 branches: Merit Network Inc. for an annual cost of \$73,150 each year before Universal Service Funds discounts of approximately 67%.
- Voice Over Internet telephone service: Telnet Worldwide for an annual cost of \$22,750 each year before Universal Service Funds discounts of approximately 67%.
- Plain Old Telephone Lines: AT&T for an annual cost of approximately \$3000 each year before Universal Service discounts of approximately 67%.
- Cellular Phones: Verizon Wireless for an annual cost of \$6100 each year for a total of 8 smart phones and 4 basic phones before Universal Service discounts of approximately 67%.

Moved by George Sewell, supported by Ted Kolman, to authorize the library director to finalize contracts with the above mentioned providers to provide telecommunications services to the Jackson District Library from July 1, 2014 thru June 30, 2017. Motion carried unanimously.

2013 Budget Adjustments: Ishwar reviewed the recommended adjustments to the 2013 Budget calling attention to the "bolded" line items. Moved by George Sewell, supported by Ted Kolman, to accept adjustments to the 2013 Budget as presented. Motion carried unanimously.

Other: Ishwar reminded the board members of the Staff Celebration Dinner on Friday, January 24th at the Ella Sharp Museum. He also announced that Monday, February 3, 2014 will be Patron Appreciation Day and drawings will be held at each branch to select the winners of the tablets.

Communications: Communications were included in the packet.

Trustee Comments: Heather Albee-Scott noted that a community member told her about the outstanding service that had been provided by Chad at the Meijer Branch. George Sewell commented that he was very impressed with the historical reference service provided at Carnegie Library as presented in the Director's Report in the board informational packet.

Moved by Teresa Delph, supported by Ted Kolman, that the meeting be adjourned at 7:12 p.m. Motion carried unanimously.

Respectfully submitted,

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