



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
MAY 22, 2014
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: Darrell J. Durham, Theodore R. Kolman, George H. Sewell, and David Zuleski

Board Members Absent: Heather Albee-Scott (excused), Debra Carmody (excused), Teresa T. Delph (excused)

Director: Ishwar Laxminarayan

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

Others Present: Jean Dailey, Administrative Secretary; Lorraine Butchart; Tammy Dotson; Melissa Peters; Scott McLane; Scott Schmidt, Kathy Schoening, Debby Sears and Donna Smith.

Consent Calendar: Moved by Ted Kolman, supported by David Zuleski, that the consent calendar be approved as presented, inclusive of the minutes of the Annual and Regular Meetings of January 23, 2014, as well as the Gifts and Donations and Personnel Actions for January through April 2014. Motion carried unanimously.

Public Forum: The meeting was opened for public comment. Sara Tackett introduced Tammy Dotson as the new Branch Manager for both the Concord and Hanover Branches. Tammy has been with JDL for ten years and has worked at different branches, most recently at Summit and on the new Youth Outreach Team with Youth Services.

Special Announcements/Presentations:

2013 Audit Report - Scott McLane with Markowski and Company presented the 2013 Audit Report to the Board. He stated that this was an excellent year for JDL and he is impressed with the fiscal management by the board and administration.

FINRA Grant – Debby Sears, JDL Reference Coordinator, and Scott Schmidt, Schmidt Grant Consulting, presented a PowerPoint on the FINRA project, “Let’s Talk About Money” funded through an ALA/FINRA grant. They included information on the collaborative efforts, classes, sustainability, challenges faced, and outcomes of the “Let’s Talk About Money” program.

Current Bills: Moved by Ted Kolman, supported by George Sewell, to approve the current bills for January – April 2014 as presented. There was brief discussion regarding the Grants, Audio Visual, Materials, online content and income line items. Motion carried unanimously.

Financial Reports: Moved by George Sewell, supported by Ted Kolman, to approve the current financial reports for January – April 2014 as presented. Motion carried unanimously.

Committee Reports:

Facilities Committee: Darrell Durham reported that the Facilities Committee had met on April 3, 2014 at the Meijer Branch where they toured the addition and the Phase 2 renovation of the project.

Finance Committee: Ted Kolman reviewed the minutes from the April 30, 2014 meeting of the Finance Committee where they heard reports from Scott McLane on the 2013 Audit and Adam Brown on the 2015 Financial Forecast for Jackson County.

Governance Committee: The Governance Committee has not met.

Personnel Committee: The Personnel Committee has not met.

Director's Report and Activities: Ishwar highlighted several outstanding programs and services provided at various branches offered from January through April. He also reported that the new Hoopla service is getting a lot of use with over 5000 downloads by patrons as of year to date.

Statistics: Circulation continues to show growth over the record year of 2013.

Strategic Plan: The current Strategic Plan was developed in 2009. Ishwar commented that the Task Forces have done an excellent job in addressing their priorities and it is time to revisit this initiative and start the conversation for creation of a new Strategic Plan.

Community Initiatives: JDL is involved in numerous community initiatives to address the priorities in Jackson County. Melissa Peters reported on the Anchor Initiative that was kicked off this week involving 23 organizations addressing the need for housing in downtown Jackson for young professionals.

Old Business:

Meijer Branch Project Update: Mike Way reported that we are 95% complete on the Meijer Branch Addition and Renovation Project. He is looking at being able to turn the branch over to the Meijer staff within the next couple of weeks. Furniture and shelving have been delivered this week. This has been a great project and we will have a great building for the community to use. The Facilities Committee will be holding their meeting at the branch the first week in June in the new Community Room and the entire board is encouraged to attend to tour the facility.

Woodlands Library Cooperative: Heather Albee-Scott was not able to attend tonight's meeting but emailed the following report from the Woodlands meeting: The next Woodlands Library Cooperative Advisory Council meeting will be held at the Meijer Branch on June 19, 2014 and the new State Librarian, Randy Riley, will be in attendance. Woodlands will be starting Strategic Planning soon. She also noted that there was no news on the State Budget.

Friends of the Jackson District Library: George Sewell was not able to attend the Friends Board meeting on May 12th. Melissa Peters reported that the Friends discussed the Young Poets Contest, National Library Week Book Sale, Landscaping Projects at Carnegie and Administration Buildings and Book Sales for Cruise In Nights.

Community Breakfast: Ishwar reported that the 1st Annual Community Breakfast was very well received. Attendees heard stories from three community leaders regarding the role libraries have played in their lives. We have received many wonderful comments including that it was very well organized and “classy”. He thanked all the staff and board members who planned and attended this event.

Young Poets 2014: Jean Dailey reported that this year’s contest attracted a record number of 978 entries from 24 schools and 40 homeschooled students. Kalli Dakos, known as the Poet of the School World, was our Guest Poet this year and presented at 9 schools, a Family Night program and the Awards Ceremony entertaining and educating 1544 students and adults. George Sewell gave opening remarks at the ceremony and shared with the board that he considered the Young Poets Contest the “Library at Work”.

Other: There was no other old business.

New Business:

2013 Audit Report: Moved by Ted Kolman, supported by George Sewell, that it is the recommendation of the Finance Committee that the completed audit of the 2013 Financial Statements be approved as presented by Scott McLane, Markowski & Company. Motion carried unanimously.

Summer Reading Program: Melissa Peters reported that a fabulous Summer Reading Program is planned for 2014. The Kick-Off Event will be held on Saturday, June 14th at the Carnegie Library. All branches will be closed so that staff can participate in presenting all the activities including 1200 Hot Dogs to be served to Attendees, Cotton Candy, Bouncy Castle, Balloon Splash, Face Painting and many, many more. The board is invited to come and help. This summer will feature activities at all the branches through the library district including programs from Joel Tacey, Magician Jeff Wawrzaszek, Binder Park Zoo, Impression 5 Science Center, Paul McCormack and His Animals, Leslie Science Center and many more!

Other: Ishwar asked the members to keep Teresa Delph in their thoughts and prayers and she deals with some health issues.

Communications: Communications were included in the packet.

Trustee Comments: There were no Trustee Comments.

Moved by George Sewell, supported by Ted Kolman, that the meeting be adjourned at 7:48 p.m. Motion carried unanimously.

Respectfully submitted,

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