



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES  
DECEMBER 18, 2014  
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:04 p.m.

**ROLL CALL:**

**Board Members Present:** Heather Albee-Scott, Jacqueline Barber, Debra Carmody, Darrell J. Durham, Theodore R. Kolman, and George H. Sewell

**Board Members Absent:** None

**Director:** Ishwar Laxminarayan

**Administrators Present:** Vicki Baldwin, Sara Tackett, Mike Way

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

**Consent Calendar:** Moved by George Sewell, supported by Jackie Barber, that the consent calendar be approved as presented, inclusive of the minutes of the Regular Meeting of November 20, 2014, as well as the Gifts and Donations and Personnel Actions for November 2014. Ishwar asked Sara Tackett to share information regarding the recent donation of an international doll collection by Lois Kelly. Motion carried unanimously.

**Public Forum:** The meeting was opened for public comment. Vicki Baldwin asked that Per Diem requests be submitted soon so that checks can be issued prior to the end of the 2014 fiscal year.

**Special Announcements/Presentations:** Darrell Durham presented Debra Carmody with a plaque signed by all of the trustees honoring her for her dedicated service on the Jackson District Library Board. This is Debra's last meeting as she has resigned due to relocating to another community. She will have a book of her choice placed in the Carnegie Library in her honor. Debra immediately choose to have a copy of *Black Beauty* for the children's collection.

**Current Bills:** Moved by Ted Kolman, supported by Heather Albee-Scott, to approve the current bills for November 2014 as presented. Discussion topics included the Building Additions and Improvements and the Capital Projects line items. Motion carried unanimously.

**Financial Reports:** Moved by Ted Kolman, supported by David Zuleski, to approve the current financial report for November 2014 as presented. Line items discussed included Penal Fines, Contracted Services, and Retiree Health Care. Motion carried unanimously.

**Committee Reports:**

Facilities Committee: Darrell Durham reported that the Facilities Committee has not met.

Finance Committee: Ted Kolman reviewed the minutes from the previous meeting. The Finance Committee is recommending approval of the budget and the upgrade of copiers and printers.

Governance Committee: The Governance Committee has not met. There was general discussion regarding the future of this committee. It was the feeling of the board that the committee should continue

and address the topic of board self-evaluation. It was suggested that Regina Funkhouser from the NonProfit Network be invited to attend a future meeting to discuss this topic.

Personnel Committee: George Sewell reviewed the minutes from the November 20, 2014 Personnel Committee meeting.

**Director's Report and Activities:** Ishwar reported that we are monitoring the situation in the State of Michigan regarding State Aid and Penal Fines. Although the reports in the informational packet were quite long as they included branch activities from September, October and November, board members liked these reports. They feel connected to all the branches and receive a good idea of the full range of activities and programs offered throughout the library system.

**Statistics:** Ishwar reported that JDL patrons have already set new records for both Circulation and Public Computer Use during 2014.

**Community Initiatives:** JDL continues to be involved in a number of community initiatives and Ishwar reported on a new initiative with CAA and the United Way in the area of Financial Stability. He also updated the board on the archives of the Jackson Citizen Patriot and their move to the Ella Sharp Museum.

#### **Old Business:**

Strategic Plan for 2015-2020: The board reviewed the proposed Strategic Plan for 2015-2020 that has been created with considerable input from staff and the community over the past six months. Monitoring of progress will be presented periodically as we did with the last plan. Action Teams will meet, identify initiatives, prioritize and then update their progress. Moved by Ted Kolman, supported by Heather Albee-Scott to approve the Strategic Plan for 2015-2020 as presented. Motion carried unanimously.

Woodlands Library Cooperative: Heather Albee-Scott reported that there had not been a meeting since she reported in November.

Friends of the Jackson District Library: George Sewell attended the December 8th meeting of the Friends of the Jackson District Library board. Discussion centered on their budget for 2015 and all the areas that they would like to help with. George also reported about the great food and camaraderie at the Holiday Dessert Tea held December 8<sup>th</sup> for Friends Groups from all the branches. There was a nice program and everyone had a good time. He felt it was a very, very nice event.

Other: There was no other old business.

#### **New Business:**

Approval of 2015 Budget: Moved by Heather Albee-Scott, supported by George Sewell to approve the proposed 2015 Budget as presented at the Budget Hearing, December 18, 2014. Motion carried unanimously.

2015 Holidays: Moved by George Sewell, supported by Heather Albee-Scott, that the Jackson District Library shall be closed to observe the 2015 holidays as presented, and eligible employees will receive payments for these as well as one floating holiday according to policy. Motion carried unanimously.

2015 Board Meeting Dates: Moved by Ted Kolman, supported by Jackie Barber, to approve the proposed 2015 Board Meeting dates as presented. Motion carried unanimously.

Jackson County Cradle to Career (C2C) Network Partnership Agreement: Ishwar reviewed the proposed C2C agreement. This is renewed on an annual basis as we confirm our continued support. Moved by

George Sewell, supported by David Zuleski, to approve the Agreement as presented. Motion carried unanimously.

Copiers/Printers Upgrade: Moved by Debra Carmody, supported by Jackie Barber, to approve the Director's recommendation to award a 5 year purchase/service agreement for photocopiers and printers at all Jackson District Library locations to American Office Solutions (AOS). Motion carried unanimously.

Other: Ishwar announced that the Annual Staff Celebration and Recognition Dinner will be held Friday, January 23, 2015 in the Community Room at the Ella Sharp Museum. All libraries will close at 5:00 p.m. that day to allow all staff to attend. The board members are invited to attend and bring a guest.

Ishwar also reminded the board members of the Annual Chamber of Commerce Meeting to be held on Thursday, January 22, 2015 and encouraged them to attend.

**Communications:** The communications were included in the board informational packet.

**Trustee Comments:** Debra Carmody expressed her appreciation to the board and staff for their dynamic commitment to the library and thanked Darrell for his expertise in chairing the board meetings. She stated that she will miss Jackson and especially the board and staff of the library.

Ishwar thanked the board and staff for all their contributions in making 2014 an outstanding year for library services in Jackson.

Darrell Durham thanked the staff for all they do. He enjoys the events and stated that the library wouldn't be what it is without the staff's dedication.

Moved by Debra Carmody, supported by Ted Kolman, that the meeting be adjourned at 6:45 p.m. Motion carried unanimously.

Respectfully submitted,

Theodore R. Kolman  
Secretary/Treasurer

(Jean Dailey, Recorder)