



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
JANUARY 29, 2015
CLARE H. SERGEANT AUDITORIUM, 244 W. MICHIGAN AVE., JACKSON, MI**

President Darrell Durham called the meeting to order at 6:08 p.m.

ROLL CALL:

Board Members Present: Heather Albee-Scott, Darrell J. Durham, Theodore R. Kolman, Beverley McGill, George 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, Lorraine Butchart, Kathy Schoening and Donna Smith.

Public attendance sign-in sheet attached to official minutes.

Consent Calendar: Moved by Ted Kolman, 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 18, 2014, as well as the Gifts and Donations and Personnel Actions for December 2014. Motion carried unanimously.

Public Comment: The meeting was opened for public comments. There were no public comments.

Special Announcements/Presentations: The Spring Arbor Branch presentation will be rescheduled as Dawn Iocca, Branch Manager, was unable to attend this meeting.

Current Bills: Moved by Heather Albee-Scott, supported by George Sewell, to approve the current bills for December 2014 as presented. Motion carried unanimously.

Financial Reports: Moved by Heather Albee-Scott, supported by Beverley McGill, to approve the current financial report for December 2014 as presented. Ishwar briefly reviewed the income, expense, capital and fund balance lines for the year of 2014. Line items discussed included Penal Fines, Contracted Services, Contributions – Grants, Office Equipment and Utilities. 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 had not met since the prior Board meeting.

Governance Committee: The Governance Committee has not met. This committee was created to review and recommend changes for the bylaws. It is no longer a standing committee and will be reactivated as needed.

Personnel Committee: George Sewell reported that the Personnel Committee had not met since the prior Board meeting.

Director's Report and Activities: Ishwar highlighted several programs that took place in December at various branches. He also reported that the new Boiler has been delivered and will be installed next week at the Administration Building. The new copiers and printers are in the process of being installed at the branches. Ishwar asked Mike Way to explain the problems that the Henrietta Branch has been experiencing with water lines due to township construction.

Statistics: Records were set again in 2014 with Circulation reaching an all-time high of over 1.2 million checkouts. Computer Usage was also a new record. Ishwar reviewed a spreadsheet reporting on Wireless Usage.

Strategic Plan: Over 35 employees have volunteered to serve on Action Teams for the new Strategic Plan.

150th Anniversary of Library Service: The Board has been invited to attend a Reception at the Ella Sharp Museum on February 22nd to honor the students who worked on this project. The documentary on the history of library services in Jackson County will be presented at the reception and guests will have the opportunity to visit the exhibit which runs to April 18, 2015.

Community Initiatives: Ishwar reported on the coalition working to develop a Financial Stability work group. He also mentioned that VITA help will be available for tax preparation assistance at a couple of JDL branches.

Old Business:

Woodlands Library Cooperative: Heather Albee-Scott reported that the Woodlands Library Cooperative board had their meeting and discussed the possibility of Woodlands purchasing the Ancestry.com database as it will no longer be available on MEL. Lego Programs are very popular at many of the member libraries. Woodlands Director, Kate Pohjola Andrade, gave birth to a baby girl in earlier this month.

Friends of the Jackson District Library: George Sewell reported that he had been unable to attend the last Friends Board meeting. Sara shared that their items of discussion included budget, Spring Book Sales, shelving needs in the Book Cellar and their Membership Drive.

Other: There was no other old business.

New Business:

2015 Mileage Rates: Information on the 2015 mileage rates was included in the board informational packet.

2014 Budget Adjustments: Ishwar reviewed the recommended adjustments to the 2014 Budget calling attention to the “bolded” line items. Moved by Heather Albee-Scott, supported by Bev McGill, to accept adjustments to the 2014 Budget as presented. Motion carried unanimously.

Other: There was no other new business.

Communications: Communications were included in the packet.

Trustee Comments: Darrell Durham thanked the board members for having faith in him to serve another term as President of the Board of Trustees.

Moved by Ted Kolman, supported by George Sewell, that the meeting be adjourned at 6:58 p.m. Motion carried unanimously.

Respectfully submitted,

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