

February 29, 1988

An official meeting for March was called to order by President Brenda Knapp, even though two members were unable to attend. Holly and Diane gave Brenda their votes prior to the meeting.

There was a general discussion about the need to stress the responsibility of all board members to be available for regularly scheduled meetings. The meeting times will be voted on at the April Meeting.

Library wages were discussed. It was recommended by Mary Lou to raise Barb's salary to \$15,500; raise Susan's hourly rate to \$4.10. All others would remain the same.

Mary Lou suggested the liason council member make adjustments in the budget in regard to our suggestion that the DPW do our yard work versus buying a new lawn mower.

There was a questions about whether Barb receives any benefits in lieu of health insurance. This will also be referred to the liason council person.

The secretary's report was read and approved.

The treasurer's report followed:	Expenditures:	\$6,674.06
	Revenue:	42.30
	Balance:	\$21,945.44
	Savings:	\$6,805.60

36% of our budget remains.

Old Business:

Mary Lou presented the proposed Budget items as listed below:

Maintenance Repair Agreements:

IBM Typewriter --\$135.  
Sharp Copier --\$200.  
New Typewriter --\$200.  
Blissfield  
Htg. & Cooling --\$260.

New Equipment:

New Typewriter --\$600.  
Lawn Mower --\$500

Building & Ground Maintenance:

Replace shrubs --\$100.  
Tree trim --\$200.  
Replace stones  
around front --\$200.  
Inside painting--\$450.

The purchase of book shelving and a paperback carousel with Crossland gift money. We plan to carpet the main

Dee suggested that we buy a leaf blower. Diane made a motion that we purchase a leaf blower, Cathy seconded. Motion carried. Cathy will take care of purchasing one.

Mary Lou sent a letter about her meeting with the council. She noted that all money spent (gift or otherwise) must go through the village office because they are trustees for the various wills naming the library. She also noted that the council would like to see a library board member at an occasional meeting. Jerry Reinhardt is our liason council person.

Meeting adjourned.

Respectfully Submitted,

Pam Van Schoyck, Recording Secy.

April 4, 1988

The regular board meeting was called to order by President Dee Rose, who welcomed new board members, Cathy DeRemer and Cristal Milner. All members were present.

The secretary's report was read and approved.

The treasurer's report followed:

Expenditures:	5,181.03
Revenue:	232.10
Balance:	16,859.45
Savings:	7,200.73

28% of our budget remains.

Mr. Vollers asked to be heard about cable TV facilities being possibly located in the library. A new company has taken over, and the equipment is currently housed outside of town. By- locating the equipment within the village, he feels more use would be made of people using it to play tapes on the public channel. Potential problems which need to be considered are the access to the equipment when the library is closed, insurance, storage space for equipment which would amount to three small pieces. Because of the franchise fee paid to the village, there may be money available to compensate for the responsibility. We were asked to consider this and report back in two or three months.

#### OLD BUSINESS

The lawn mower has been repaired for \$23.55. Maintenance will be continued by Chuck.

The heating contract was received and it is for the same amount as last year.

An IBM typewriter has been purchased; a maintenance agreement will go into effect after the 90 day warranty. Barb will order a chair.

Three bids are necessary for the carpeting. Dee will call Ron Burrows about carpeting and contact board members when he can meet to show us samples. It was decided to hold off painting until the carpeting is selected.

Dee found a hot-air balloon book for Greta's gift. Holly volunteered to order flowers for Brenda and Mary Lou as thank yous.

Dee will contact Brenda about how our book drop is coming along.

#### NEW BUSINESS

The slate of officers was approved as discussed in February. The motion was made by Pam, seconded by Cathy DeRemer.

Meeting dates were discussed. Holly made the motion that the meetings remain the first Monday of the month at 7 p.m. except for holiday conflicts. It was seconded by Diane; motion carried.

The summer reading program is called "Passport to Adventure". Pam will look into a banner for the Memorial Day Parade. Cristal will help.

Dee volunteered to take care of flowers for the graves and the barrells.

May 2, 1988

The regular board meeting was called to order by President, Dee Rose. All members were present.

The secretary's report was read and approved.

The treasurer's report followed:	Expenditures	\$ 4,331.10
	Revenue	389.00
	Balance	11,208.10
	Savings	7,200.75

18% of our budget remains.

OLD BUSINESS:

Pam will construct some sort of permanent banner for the Memorial Day Parade. Diane suggested a poster contest for the children to carry in the parade. She will make announcements at school, Barb will compile a list of guidelines to hand out at the library. Prizes were discussed, but it was decided to table any rewards until next year.

The book drop is still being made; Dee will check on its progress.

Chuck did not want the leaf blower, so the board decided to save that money for the purchase of a better vacuum sweeper in the future.

The Hospice lights are still on the tree. Brenda Knapp had talked to several people to take care of them with no results. Dee will contact Margie Crist, then Diane VanLoocke.

There was some discussion about the Cable TV facilities. Dee will find out more information and report back at the next meeting.

We have two bids on the carpeting which are relatively close. Sentiment seemed to be that we go locally if at all possible. Pam will find out if we need three bids. Dee will contact Bob Neuman to get samples for the next meeting.

The five shrubs need replacing. Cristal will call Doug Winkler to remind him that church agreed to pay for half for replacement. She will also take care of calling Dean Sprunk to go ahead with replacement.

NEW BUSINESS:

Holly will be unable to attend the June meeting. All other members said they would be able to attend to have a quorum.

Barb attended a work shop that pertained to teens and young adults. She presented a game called "Readopoly" geared to 6th through 12th grades. Diane made a motion that Barb institute the Readopoly game getting prizes from local merchants. Cathy seconded; motion carried.

Nancy Hoag will be leaving at the end of the month. Barb has resumes from last year and contact some of the girls.

The second grade classes will be visiting the library on a field trip.

Respectfully Submitted,

Pam Van Schoyck, Secretary

June 6, 1988

The regular board meeting was called to order by Pres. Dee Rose. Holly Hoagland was unable to attend.

The secretary's report was read and approved.

The treasurer's report followed:

Expenditures	\$4,774.61
Revenue	\$ 119.50
Balance	\$7,536.90
Savings	\$7,279.76

10.74% of our budget remains.

There was some discussion about Ruby deducting money for the new typewriter from the wrong category. Cathie will see her about it.

#### OLD BUSINESS:

Carpet was selected from new samples from Blissfield Lumber.

The banner for the Memorial Day Parade was a success; it is stored in the library.

Barb presented her final plan for Readopoly, geared for grades 6 - 12. It will be ready to go by June 9.

The book drop is not ready. A purchase order was requested. Dee will take care of that. Then we can expect it to be ready in a month to six weeks and installed by the end of the summer.

#### NEW BUSINESS:

Castars are needed for the new paperback racks. Barb will check with Baylord to see if they have appropriate ones. If not Cathie volunteered to find some that will.

Dee proposed a sign-up sheet for members to attend Council meetings. She will have it ready at the next meeting.

There was discussion about the upkeep of the grounds. Dee proposed that we look into a lawn service to get the yard under control. It was agreed that this is necessary and she will get several bids.

Dean Sprunk left a bid to trim bushes. Cristal motioned and Diane seconded that Dean trim the three flowering crabs and 65 to 70 bushes, and fertilize the evergreens three to four times for \$80. Motion passed and Cristal volunteered to tell Dean to proceed.

Chuck's duties were discussed. Cristal made a motion and Pam seconded that a high school person be hired to take care of

the outside duties for the summer at \$3.35 an hour. Motion carried. Cristal will contact an interested person. Cristal also motioned and Cathie seconded that we go ahead to purchase a leaf blower. Motion carried. Diane has purchased one at \$59.88 and will sell it to us at that price. Dee will talk to Chuck and explain our decisions and tell him to concentrate more on the interior and maintenance of the building.

Barb asked if her vacation days could be carried over until next fiscal year for this year only since she didn't receive official word on her additional week due this year. Diane made a motion and Cristal seconded. Motion carried.

Bonnie Stock has been hired to replace Nancy Hoag.

Respectfully Submitted,

Pam Van Schoyck

July 11, 1988

The regular board meeting was called to order by Pres. Dee Rose. All members were present.

The secretary's report was read and approved.

The treasurer's report followed:

Expenditures	\$4,526.09
Revenue	87.50
Balance	1,907.40
Savings	5,674.00

3.19% of our budget was unspent at the end of the fiscal year.

#### OLD BUSINESS

Dee presented a sign-up sheet for council meetings for the fourth Monday of each month. Members were encouraged to sign up to attend at least one meeting.

Caster<sup>s</sup> for the new paperback rack were discussed. Barb had called the company and they discouraged them. They would not guarantee it would be stable. It was agreed not to add them.

Dee obtained three interior paint bids. The low bid did not specify two coats; one bidder did not show. Dee will get a third bid, check with Mr. Spivey about two coats, then accept the low bidder.

Dee discussed the upkeep of the grounds. Underwood bid \$46 per application, for four applications. Underwood gave a separate bid for \$276 or four applications at \$69, for tree spraying. This was tabled until further bids could be obtained.

Chuck's custodial duties were reviewed. Cathie DeRemer made a motion to hire Tom Nieman at \$6 an hour to take care of outside custodial duties. Holly seconded; motion carried. Dee will revamp the inside custodial list as discussed and talk with Chuck about it.

Mr. Heidbreder proposed that the library pick up 20% of the cost for putting the "Advance" from 1876 to 1947 on microfilm at an approximate cost of \$300. It was suggested that we use gift money to fund it. Cathie made a motion that we offer to pay a ceiling cost of \$300 for microfilming the "Advance". Diane seconded; motion carried.

#### NEW BUSINESS

A request was made by the village council to use the auditorium every Monday evening for their meetings as well as the Planning Commission after they move out of their current building. It was brought up that the custodial staff will have extra duties in setting up and cleaning after each meeting. We would also lose any rental monies for these nights. Dee will talk to Jerry about the rental money going into our custodial fund rather than into the general fund to help defray our expenses. She will also ask him about other rental monies going into our budget.

Respectfully Submitted,

*Pres. Dee Rose*

August 8, 1988

The regular board meeting was called to order by Vice President, Diane Cory in the absence of Dee Rose.

The secretary's report was read and approved.

The treasurer's report followed:

Expenditures	\$5,138.93
Revenue	130.00
Balance	\$57,411.07
Savings	\$5,732.03

8.22% of the new budget has been spent.

#### OLD BUSINESS:

Dean Sprunk declined to bid on the grounds maintenance because of the amount of work to be done and the heat. Tru Green returned a bid of \$85 per application for the trees and \$36 per application for the lawn. There was discussion about the bids with the general consensus that Dean should be given more specific instructions. It was suggested that Tom Nieman be asked about taking over the lawn, then going with the low bid for the trees. Cathy so moved; Holly seconded. Motion carried.

Cathy and Pam reported that at the council meeting, members agreed to increase our budget for custodial expenses when they begin using the library for meetings. They wish to reserve it each Monday beginning in October. Cathy and Dee will meet with Jerry Reinhardt to discuss the final arrangements.

Dee talked to Mr. Heidbreder. Our \$300 will cover the microfilming including a copy of ~~the~~ our own. We do not have a reader at the present time. It was suggested that we keep this in mind for inclusion in next year's budget.

#### NEW BUSINESS:

Barb had a complaint about loitering in the library. She



had called the police who suggested she talk with Frank Riley. He gave her no satisfactory answer. Pam made a motion that Barb speak to Jerry about the situation, citing hours of visits and specific incidences, to see if he can resolve a solution with the village attorney. Cathy seconded; motion carried.

Two shrubs have died. Cristal will ask Dean to replace them in the fall.

An electrical outlet is needed in the back storage closet. Holly volunteered to call Bob Zimmerman to get an estimate for it as well as one for the front of the building.

The painting will be done on Wednesday. The carpeting is in and will be installed in September.

Dee will check on the progress of the book drop.

Meeting adjourned.

Respectfully Submitted,

*Pam Van Sereyck,*  
*Secretary*

September 6, 1988

The regular board meeting was called to order by President Dee Rose. Diane Cory was absent; proxy vote was taken by Cathy DeRemer. for

The secretary's report was read and approved.

The treasurer's report followed:

Expenditures	\$4,288.06
Revenue	181.00
Balance	\$53,123.01
Savings	\$6,011.20

15% of our budget has been spent.

#### OLD BUSINESS

Cristal received a bid from Dean Sprunk. Of the three bids submitted, Dee will arrange for lawn and tree service to begin this fall, possibly splitting the bids between two companies for the low estimate.

Carpet is scheduled to be installed Sept. 28 and 29. Members were asked to come the evening before and the evening of the 29th to help move books out and put things back.

Pam will see Tom Mowrey about the fire box.

Holly contacted Bob Zimmerman about installing an electrical outlet, but will need to contact him again as both custodians had the available keys during his first visit.

#### NEW BUSINESS

There was a parental request for more Easy Reader books. Barb said more are being ordered and also are being marked with a special label for easier identification.

Holly will write thank you notes to TCBY for their donation of special coupons for the reading club, as well as to Blissfield Pharmacy for their donation for Readopoly, and to Bailey's for their discount for prizes for the same.

It was noted that the outdoor entrances have some rust. It was decided to have the DPW take care of scraping and painting with a rust inhibitor. Dee will contact Jerry for the request.

Barb would like some new shelves in her office to eliminate the three metal shelves. Cristal made a motion to have Barb select shelving to be installed as soon as possible. Holly seconded; motion carried.

Tom has requested that his sons be allowed to help with the thatching of the lawn. Tom will have to sign a waiver excusing the library from liability. Cathy will take care of seeing the village attorney to draw it up.

A new vacuum is needed for the new carpeting. Barb will check the Mellocraft catalog for prices; Dee will check on other commercial sources and report back.

Barb mentioned that with the installation of the new carpeting, she may have to ask mothers to leave strollers outside or in the entrance. Also Chuck will examine the gliders on tables and chairs for roughness; some may need to be replaced.

Barb asked for suggestions for access to the public restrooms. After touring the area, it was suggested that signs be posted to indicate restrooms and free access given. If control becomes a problem, the door may have to be locked and the key given out individually. Barb will look in catalogs for appropriate signs.

Barb explained the services for the blind and physically handicapped available free to 119 Lenawee county patrons; seven are located in the Blissfield area.

Meeting adjourned.

Respectfully Submitted,

*Pam Van Schoyck*  
*Secretary*

October 3, 1988

The regular board meeting was called to order by President, Dee Rose. Diane Cory was absent.

The secretary's report was read and approved.

The treasurer's report followed:

Expenditures	\$7,985.52
Revenue	84.00
Balance	\$45,137.49
Savings	\$6,352.87

27.84% of our budget is spent.

#### OLD BUSINESS:

There was discussion about the new vacuum to be purchased. A representative from Mellocraft was to be at the meeting to demonstrate a commercial vacuum; he did not show. Bob Neumann recommended a Panasonic, which is not commercial. Since there were no machines to examine, Dee will call the representative. It was moved <sup>by Board</sup> that Dee and Barb decide which they think is best; Motion seconded by Cathi and carried.

Pam talked to Tom Mowrey about the fire box. He assured her that he would come down again to look at the opening and talk with Barb about it. Thus far, he has not shown up; Pam will contact him again.

Holly contacted Bob Zimmerman about the outside electrical outlet. He did not show up as yet. She will call and remind him again.

Barb called Adrian Glass about another door closure for the front. They have not shown up. There was general discussion about fire safety and our lack of smoke alarms. Cathi will check with the fire chief for possible inspection and suggestions.

The back door has been rust-proofed. There was discussion about having someone else do the front door and the side door with the awning. Dee will check again to see if the DPW has time to do it before bad weather or check on getting other bids.

#### NEW BUSINESS:

There was discussion about the newest aide. Barb is satisfied with her progress.

The County Library has offered to pay the leasing fee for a charging machine. Barb recommended that we take advantage of their offer. The staff feels it will be quicker and more accurate. The main problem foreseen is that people will need to bring their library cards. Board approval was unanimous.

Mats for the entrance were discussed. The present ones slide on the new carpeting. Samples from Blissfield Lumber were outdated; he is calling for new ones. An outside pad is in stock, although it <sup>was decided this was not needed</sup>. The present one will be moved to the vestibule. The ordering of new mats was tabled until other samples can be viewed.

Meeting adjourned.

Respectfully Submitted,

*Pam Van Schoyck*  
Pam Van Schoyck,  
Secy.

November 7, 1988

The regular board meeting was called to order by President, Dee Rose. All members were present.

The secretary's report was read and approved.  
The treasurer's report followed:

Expenditures	\$3,940.24
Revenue	83.00
Balance	\$41,197.25
Savings	\$6,428.22

65.68% of our budget remains.

OLD BUSINESS:

Mat samples were examined. Based on color, absorption and stability for placement, we are purchasing a rug-hugging mat in heather pebble. The size needed from door to charging desk is 6' X 9'. No such size being available, Dee will check to see if one can be special ordered. No prices were included with the information, so she will check to see if the 6' X 60' roll is cost effective and can be cut. Otherwise, she will order two 4' X 8' mats.

Cathy checked into smoke alarms but was unable to contact the fire chief.

Tom Mowrey came back to double check on measurements for the fire box. Pam will check to see when it will be ready.

Adrian Glass has not been in to check on the door closure. Barb will contact them again.

Bob Zimmerman has not been in to install the outlet for the storage shed. Holly will contact him again.

Hospice has requested permission to put up a Christmas tree. It would be a small tree they bring in and would be removed immediately following the holidays. Mary Weeber is in charge. It was agreed to give permission, but they are to be instructed to keep the tree on the north side of the sidewalk to eliminate an extension cord from crossing the front sidewalk. No outlet will be installed on the south set of lights for their use; our purposes for an outlet can be satisfied with an extension cord.

Dee purchased a Hoover Concept vacuum sweeper at Elder Beerman for \$199.99. It is self-propelled, has a double-edge cleaner, and a 7.2 amp motor.

Dee talked to Tom about the poor job done on the back door. He painted the front and side doors himself and did a good job.

NEW BUSINESS:

Dee brought up the need and occasional request for a wheel-chair ramp. It was tabled until next year's budget meetings.

Tom Mowrey pointed out how the shrub near the book-drop blocks the view to seeing potential vandalism. For security reasons, the DPW could remove it. Cristal made a motion to remove the shrub. Diane

seconded; motion carried.

Holly will write notes of thanks to Jack Barger for carpeting the kick plate around the charging desk and to Sally Hagenbuch for a dried flower arrangement.

Barb asked whether we will be doing the Food for Fines drive again this year. It was discussed and decided to be a positive and popular activity. Pam volunteered to find a family from the Knights of Columbus list as was done last year. She will let Barb know so she can make up the dates for the drive.

Meeting adjourned.

Respectfully Submitted,

*Pam Van Schoyck*

Pam Van Schoyck, Secretary

December 5, 1988

The regular Board Meeting was called to order by President Dee Rose. All members were present. Mr. Jerry Reinhardt was also present.

The secretary's report was read and approved.  
The treasurer's report ~~report~~ followed:

Expenditures:	\$8,082.49
Revenue:	103.70
Balance:	\$33,114.76
Savings:	\$6,690.42

47.6% of our budget is spent.

Included in this month's expenses was the bill for the carpeting. When the Bailey CD rolls over and is cashed, the funds will be replaced in the general library budget.

#### OLD BUSINESS:

Dee will call the DPW about the removal of the shrub.

Mats at the front door are overlapping. For safety reasons, the desk needs to be moved back approximately four inches for them to ly flat. Jerry offered to have the DPW to move it when Barb is ready.

The Food for Fines Drive has begun and will continue through December 20. We will purchase appropriate paperback books along with food for a family with any monetary donations. Pam will contact St. Peters for a specific name.

Mary Weeber donated a plug to be installed on the south side of the sidewalk for the hospice tree.

Tom Mowry informed Pam that the fire box would be ready in about two weeks; He offered to contact Ron Crist to see if he can still install it yet this year.

Cathy will contact Gary Lombard once again to see if he will come down for a fire inspection.

#### NEW BUSINESS:

Petitions are being circulated for Dee and Pam. A new identity affidavit is also now required to be filed by the candidate.

There was some vandalism on the front spotlight. Barb is checking on the insurance coverage.

Holly mentioned a BB hole in the back door glass. She made a motion that when Adrian Glass comes for the front door closures, they also check on the replacement for the glass. Cristal seconded; motion carried.



Cristal mentioned the thought of installing a sign designating the building as Schults-Holmes Memorial Library, pointing out that the tree blocks the letters on the building itself. The sign might also include a message portion where activities such as story hour times, etc. may be displayed. It was suggested it might be purchased as a memorial gift or included in next year's budget. Cristal will research possibilities.

Barb requested a review of the holiday pay schedule. The current policy of 1986 will be adhered to. The library will be closed December 26 and January 2.

The next meeting will be January 9.

Respectfully Submitted,

*Pam Van Schoyck*