

When I arrived at work Monday, the 30th, Mark Strahan and the plumbers were here. Mark had taken charge and decided that the plumbers had neglected to clean out from the street back to the building. Their router was not large enough so Mark called the Lenawee County DPW and they came down with their equipment; cleaned out many, many roots and cleaned with a jet wash. No problems since. HOWEVER!!! The plumbers did leave us with a problem in the magazine room when they sprayed raw sewage on some of the containers of magazines. I have sent a letter listing the number of magazines ruined to Blissfield Heating and Plumbing. No response yet.

12/10/92---

I called Henderson Glass in Adrian again since no one had shown up yet. Promised someone would be here same day. Came in afternoon and faxed an estimate back on Friday, the 11th. Henderson estimate is \$549.37. (Sam Pooley was close on the amount for the police report; he said \$500.00.)

1/13/93---

Bill Snellbaker called this morning to confirm the date for Rotary to meet elsewhere on the 27th of this month, the 27th.

The dates for the used book and magazine sale are Jan. 28, 29, and 30. The times will be 10:30 am to 8 pm on the 28th, and 10:30 to 4:30 on the 29th and 30th. Any help from the board members will be greatly appreciated!!! If any of you have time on Wednesday, the 27th, to come and help arrange the books, etc., that will be appreciated, too. I have asked Corinne to come in Tuesday afternoon to help get books unpacked and sorted.

The next Preschool Storytime series will be held from 11 to 11:30 on each Thursday, beginning February 4th, and ending April 8th (10 weeks).

Saturday Story Hours for older children are scheduled for February 13th and 27th, and March 13th. Lee Groeb, the children's librarian at the Lenawee County Library conducts these.

The popular Bookmark Contest, sponsored by Lenawee, will begin January 18th. This is for students in grades one through eight; high school students may also enter if they want to.

Kari Sagel was here yesterday to let me know that the grant was approved for the "Generations of Readers" program, books have been ordered, and Kari will order a book truck from the Highsmith Company for us to use to keep the books in one location. Diane Van Loocke has given us lists of the books selected and I have posted one of the lists. They still have to make decisions regarding keeping track of the books, etc.

POLICIES TAKEN FROM MINUTES

1986-1992

1986

Library board will set employee wages, holiday, vacation benefits

1. Part-time help will receive 5 days vacation with pay per year after one year
2. Permanent employees will receive 5 days after one year; 10 days after two years, 15 days after ten years, 20 days after 20 years of service.
3. Employees get 7 sick days per year. Each will be paid for the unused portion of sick days unused at the end of the year.
4. Present custodian waived liability of library for any injuries to himself or son.

Student wages were set at minimum wage.

Eliminated holiday pay for part-time employees.

1987

None

1988

Continue Food for Fines

DPW will mow lawn in lieu of buying new lawn mower for Chuck

A sign up for attending council meetings was set up (proposal--not a motion)

Banner made to carry in the Memorial Day Parades.

Proposed lawn service to get lawn in shape

High school person hired to do minor outdoor lawn care; Chuck to concentrate on inside

Chuck's custodial duties were re-written

Council uses auditorium for regular meetings, Planning Comm. meetings. Agreed to increase budget for custodial expenses as a result.

1989

All monetary decisions will be made by board, not village office (concerning our CD)

Beginning April, DPW will do yard maintenance; high school boy about 3 hours a week

Rotary purchased a TV/VCR to be stored in the library; library welcome to use

Inventory to be done on a regular basis

Memorial scrapbook for recording books, gifts to be maintained

Library open Tuesday following each holiday that falls on Monday

Corinne, Susan, Barb to do book selection instead of board members--trial for 6 mos.

Service Master to clean carpets once a year (spring)

1990

Parking on one side only (sign ordered)

Budget committee formulate budget

Increased aud. fees: \$45, non-residents; \$35, residents; \$10 deposit, returned if left clean)

Corresponding secretary will provide a report each month.

Staff will continue book selection.

Renters will be asked to sign a policy contract.

1991

Food for Fines will be turned over to St. Peter church for distribution

\$2 per page for fax machine - to be kept track of for 6 mos. before deciding where \$ w:
go permanently (Now goes into fine \$)

1992

Meetings to be held the third Thursday of each month, 7 p.m.

Nine (9) paid holidays per year for librarian and assistant librarian regardless of
when the holiday falls.

THESE ARE POLICIES FROM YEARS PRIOR TO THOSE REVIEWED

Decorate Schultz-Holmes grave each year prior to Memorial Day

???VP succeeds President in selecting new officers

January 21, 1993

The regular board meeting was called to order by Vice President Cristal Milner. Connie O'Brien and Ralph Staup were absent.

The secretary's report was read and approved.

| | | | |
|----------------------------------|-----------|---------------|------------|
| The treasurer's report followed: | November: | Expenditures: | \$5,883.76 |
| | | Revenue: | 117.60 |
| | | Savings: | 15,734.86 |
| | December: | Expenditures | 6,744.75 |
| | | Revenue: | 140.20 |
| | | Savings: | 15,734.86 |

Pam questioned why the interest had not changed the figure of the savings from November to December. Connie will check and report back. She will also ask for an itemized schedule of the DPW hours in order to better budget for next year.

47.54% of the budget has been spent for the first half of the fiscal year.

OLD BUSINESS:

Barb has been cleaning out the closet to sell at the book sale and asked for help in pricing the items. Cristal volunteered to help.

The DDA uses the auditorium the second Wednesday of every month. Since the library is closed on that day, the boiler is timed to go off; also there is no provision for snow removal. John Jezak said that he will take care of these items.

Pam distributed a collated list of policies members had noted in their review of past minutes. Discussion followed. It was suggested that each member look over the list and make suggestions for policies to be voted on at the next meeting. Connie G. will also ask for a copy of the village guidelines as an additional basis from which to work.

Barb has ordered two computer tables which will be wheelchair accessible from Lynn Southward.

Connie O. reported that she found in the trustee's manual that a quorum means a simple majority.

NEW BUSINESS:

Barb reported that the water fountain has a great deal of lime buildup. She called the DPW to see if someone could take it apart, clean it, and replace it. We are on their list.

Barb would like to buy a book truck for the video tapes on loan from the county. This would keep them separate plus allow space for new purchased videos of our own. There are between 75-80 videos on loan and take up about 1/3 of the shelf space. It was suggested that we have more shelves built rather than buy a cart. Pam made a motion to have Lynn Southward build an identical unit of shelves to house additional videos to be located around the corner in the childrens' section with the money to be taken from new equipment. Jim seconded; motion carried. Barb would also like to add bulletin boards on the end of three children's book cases with the money to be taken from new equipment. Connie G. so moved; Pam seconded. Motion carried. Barb will contact Lynn.

1-21-75
p. 2
Barb requested permission to purchase an inexpensive world map to be placed in the children's section. Connie G. so moved with the stipulation that the money to be taken from fines. Pam seconded; motion carried. Barb will purchase one at Office Max.

Barb also asked for a review of the policy concerning patron rental of the typewriter charge presently at 25 cents per half hour and no rental fee for the use of the Apple IIe. Discussion followed. Connie G. made a motion to drop all charges for the typewriter use, to continue the computer use at no charge, and to monitor their use. Jim seconded; motion carried.

Barb requested a review of the policy requiring patrons to return videos by noon on the date due. The original policy follows the county library procedure, plus allows time for the video to be re-checked by another patron on the same day as due. However, it is confusing and inconvenient for most patrons. It was suggested we drop the noon deadline and require videos to be returned by the end of the day the same as all other library materials. Connie G. so moved; Jim seconded. Motion carried.

Barb received a thank you from the Senior Center for the dishes donated to them through the Service Club.

The Book Sale will be held January 28, 29, 30 and a sign up sheet was passed for members to sign up to help.

Meeting adjourned.

Respectfully submitted,

Pam Van Schoyck

Pam Van Schoyck

February 18, 1993

The regular board meeting was called to order by vice president Cristal Milner; all members were present.

The secretary's report was read and approved.

The treasurer's report followed:

| | |
|---------------|------------|
| Expenditures: | \$7,158.92 |
| Revenue: | 187.90 |
| Savings: | 15,862.72 |

Connie checked on the interest since the report showed no change in interest from November to December. Society bank is now figuring interest quarterly. It was also noted that the water bill is now more in line with what it should be. 56.34% of the budget has been spent.

The corresponding secretary wrote notes of thanks for cash donations to Mr. and Mrs. Robert Gentz, Mr. Patrick Rosenkjan, Mr. and Mrs. Hal Heidbreder, Mrs. Holly Fojtik, and Mrs. Sally Jacobs for the Service Club. One was also written to Mrs. Bonnie Adkins for a gift book.

OLD BUSINESS:

The book sale netted a total of \$473.72.

Barbara hasn't purchased a map yet as she has been unable to locate one she feels is up to date.

The book truck to be used for the Generations of Readers program is in.

Lynn Southward will add the bid of just over \$500 for new video shelving to the bid for cork boards and computer desks. He will be unable to start until June 1.

Cristal read a thank you note from the Bliss-Liewart Center for the donation of the china from the kitchen.

Connie G. reported she had investigated the DPW hours charged to our account. Going through time sheets, it appeared that it took between two and three hours to mow at an average cost of \$11 per hour. Several hours were charged with no reason given. Two people took six hours to do the painting in the parking lot late last summer. Following discussion, the board decided we would be looking to an alternative to the mowing which the DPW now does. Liability was discussed, but it was thought we would not be liable if the person was 16 years old or older.

Barb got two estimates for glass replacement: Triple A, \$553 and Henersons, \$549.37. She was instructed to go with the low bid.

Discussion of policy changes were tabled until the next meeting.

NEW BUSINESS:

Barb received a renewal bid from Spielman's for lawn care for 1993 at \$123 for three applications. Connie G. Made a motion to accept their bid as stated for three applications to begin in early spring at \$123. Ralph seconded. Motion carried.

Mark Strahan pointed out cracks and unlevel places in the sidewalks near the building and suggested the DPW fix them for \$200. Jim suggested we wait until a contractor comes around in the spring and have it done then due to better weather and possibly a lower price. Barb will tell him to wait.

2-18-73
7-2

Chuck reported to Barb that the toilet in the women's restroom had overflowed again. Barb called the DPW who suggested she call Blissfield Heating and Plumbing. They will be coming tomorrow (2-19). Discussion followed due to the re-occurring problem. Ralph made a motion that if they are unable to take care of the problem, another company be called. Jim seconded; motion carried.

Cristal proposed that the board consider committees to be established in order to take care of regular business. It was suggested there be a grounds and maintenance committee, a personnel committee, and a budget committee. This was tabled until new members could give their input.

Connie G. made a motion to adjourn; Connie O. seconded. Motion carried.

Respectfully submitted,

Pam Van Schoyck
Pam Van Schoyck

March 18, 1993

The regular board meeting was called to order by President Cristal Milner. All members were present and the board welcomed new trustees, Maxine Muck and Jan Sweet.

The secretary's report was read and ammended.

| | | |
|----------------------------------|--------------|------------|
| The treasurer's report followed: | Expenditures | \$8,434.66 |
| | Revenue | 115.30 |
| | Savings | 15,862.72 |

66.70% of the budget is spent.

The corresponding secretary reported thank yous sent to Carol Goff for a magazine subscription and to S. DeGroff for a magazine subscription; to Mr. and Mrs. Carlton Lipp for a book, and to Mr. and Mrs. Ron Rose for four Clifford books in memory of Deborah Bliesner Frederick.

Prior to the meeting, the board listened to a proposal by high school senior Jon Coleman. Jon discussed the beginning of the high school newspaper and asked that copies be placed in the library to be sold to the general public. He explained that the staff had received requests from adults who were interested in buying a newspaper but had no access through students in the school. The staff would be responsible for dropping off the papers each month and providing a container to collect the money. they would pick up the money and remaining papers. In exchange for the librarians' help, the newspaper would run articles and features about the library. Following questions from the board, Jon was advised we would let him know our decision.

Old Business:

Barb has placed temporary maps in the childrens' section until she can locate ones to her satisfaction.

Estimates for glass replacement have been turned into the insurance company; they will notify us which company to use.

Barb will contact Spielman's to accept their lawn care bid as voted at the last meeting. Connie O. questioned awarding lawn care to Ficks; it was decided to stand on our decision but to continue checking on regulations for regular mowing. Connie G. volunteered to check that out.

The DPW will not repair the sidewalk until we tell them to proceed. Barb is concerned about the heaving of one particular section. It was suggested that we paint a yellow stripe as a precautionary measure. Sidewalk care will be tabled until frost is over.

Blissfield Plumbing and Heating found something plugged in the woman's toilet and removed it. Everything has been fine since their last visit.

The board reviewed items culled from past minutes to collate a policies list. Connie G suggested a committee to be set up concerning library employee wages, holidays, and vacation benefits. Pam so moved; Connie G. seconded. Motion carried. Connie, Pam and Jan will form such a committee and report back.

As the list was reviewed, it was felt that some information, while not essentially policy, should be set aside for future information and quick referral. Pam made a motion that the board make a policy to include in the recording secretary's report a fiscal year-end summary for major decisions which are not considered policy but can be used for quick reference. Maxine seconded; motion carried.

Pam will compile two lists: policies and informational to be distributed at the next meeting.

It was suggested that job descriptions be made up for staff members beginning with the custodial position. Maxine volunteered to work with Barb in compiling one for Chuck.

Connie G. asked for a committee to help write a budget proposal. She had already contacted Bill Snellbaker who is likely to remain as our liason person; no work has been done on any village budgets as yet. Cristal volunteered to work on the committee.

New Business:

Joyce Gill may be resigning due to the health of her mother. Barb had talked with her about the following solution: Chanda could pick up some extra hours and/or Corinne Barger would be willing to come in as a substitute at least until the end of the summer. Joyce agreed this might be a solution.

Dani Hale has given her four-week notice. A new aide will have to be hired. Barb will advertise through the high school counselor for applicants.

The board discussed the proposal put forth by Jon Coleman. Connie G. made a motion that we allow the high school newspaper staff to place The Royal Essence Newspaper for sale to the general public. Jan seconded; motion carried.

Barb reported that the clock in the auditorium is not working properly; she will call Jim McGaffigan to see whether he might look at it.

Barb asked about how she should mark the telephone questionnaire. It was recommended that we stay with AT&T.

Barb suggested that the library purchase a new World Book Encyclopedia since the last one was bought in 1988. Board approval was given.

A slate of officers was proposed to be voted on at the April meeting. They are as follows:

President - Cristal Milner
Vice-President - Pam Van Schoyck
Treasurer - Connie Graff
Recording Secretary - Connie O'Brien
Corresponding Secretary - Maxine Muck
Member at Large - Jan Sweet

Meeting adjourned.

Respectfully submitted,

Pam Van Schoyck

Pam Van Schoyck

22 April 1993

The regular board meeting was called to order by President Cristal Milner. Pam Van Schoyck was absent.

The secretary's report was read and approved.

The treasurer's report followed:

| | |
|--------------|------------|
| Expenditures | \$5,527.29 |
| Revenue | 172.50 |
| Savings | 15,888.32. |

73.50% of the budget is spent.

OLD BUSINESS

Election of Officers: Connie Graff moved and Jan Sweet seconded a motion to accept the slate of officers presented at the last meeting;

| | |
|-------------------------|-----------------|
| President | Cristal Milner |
| Vice President | Pam Van Schoyck |
| Treasurer | Connie Graff |
| Recording Secretary | Connie O'Brien |
| Corresponding Secretary | Maxine Muck |
| Member at Large | Jan Sweet. |

The motion unanimously carried.

Barb offered to make a copy of each member's address and phone number for the rest of the members.

Plumbing - Ladies' Room: An unsigned note was left for Barb informing her that Blissfield Heating and Plumbing had been called to fix the toilet in the ladies' restroom. After doing the repair work, an employee of Blissfield Heating and Plumbing told Barb he thought there was a broken tile between the men's and women's restrooms which would keep causing trouble. Since a motion had been passed at the February board meeting to call another plumbing company if further work was required, Cristal will get the phone number of the company Pam recommended in Monroe. Barb suggested that the Village Office should be notified that we are going to try another plumbing company.

Policies: The copies Pam had made of Library Policies, Quick Reference Rules and two additional pages were distributed to the board.

Hanging Pictures: Cristal will phone Ted Vassar to see if he would like to suggest where to hang his two paintings. If he does not wish to do so, Maxine, Connie Graff and Barb will mark the area to the left of the clock for Chuck to hang the pictures.

Budget: Peggy told Connie Graff that the Village is just beginning to work on the budget. Connie and Cristal will get together to work on the library portion of the budget.

Lawn: It was decided to advertise for bids to do the lawn mowing. Connie O'Brien and Jan Sweet will meet to prepare an ad for the Advance. John Jezak will be notified that we would like the Village to continue mowing until further notice.

Hiring a Student Aide: Barb has received only three applications, each with strong points and drawbacks. Barb will contact Rhea Mills at Blissfield High School and try to get more applicants. She will also notify the three applicants that it will be a while before a final decision is made. Connie O'Brien will contact Frank Riley to see if it is necessary to publicly advertise for this position. If needed, a special meeting of the board will be called to facilitate the hiring process.

New Clock: The hour hand of the clock in the auditorium is still not functioning properly; therefore Connie Graff moved that Barb buy a new clock with funds from the New Equipment category of the budget. Jan Sweet seconded. Motion carried.

Fax Machine Fees: When the Lenawee County Library bought the fax machine for us, Karen Lindquist suggested charging \$2.00 per page to send or receive, but that a judgement call could be made when multiple pages were involved. Barb suggested the following fee schedule:

| | | |
|-----------------|---|--------------------------------|
| sending a fax | - | \$2.00 for the first page |
| | | 1.00 for each additional page, |
| receiving a fax | - | \$1.00 for the first page |
| | | .50 for each page thereafter. |

Periodically these charges will be reviewed. Connie Graff moved we accept this fee schedule. Connie O'Brien seconded. Motion carried.

NEW BUSINESS

Book Review Magazines: Barb informed the board that the library used to subscribe to three book review magazines: Book List, Library Journal and Kirkus. Although the rates have increased greatly for Kirkus, the board agreed that if Barb thought the magazine was worthwhile, it should be reordered. Barb will also look into the cost of the New York Times Book Review and make a recommendation on that magazine.

Board members were reminded that they have the option to review books for purchase.

Light in the Parking Lot: The new bulb in the mercury light in the parking lot was broken shortly after it was installed. Barb phoned Bob Zimmerman for an estimate on a vandal-proof light fixture. Connie Graff moved that if there was a vandal-proof light fixture for a reasonable cost, we should buy one and have Bob Zimmerman install it. Jan Sweet seconded. Motion carried.

Refrigerator: Chuck Wilson gave Barbara a check for \$57.00 to cover the cost of having Drexler Refrigeration in Adrian come and repair the hole Chuck accidentally put in the new refrigerator.

Connie Graff moved to adjourn; Jan Sweet seconded. Motion carried. Meeting adjourned.

Respectfully submitted,

Connie O'Brien

20 May 1993

The regular board meeting was called to order by President Cristal Milner. Jan Sweet was absent.

The secretary's report was read and approved.

The treasurer's report followed:

| | |
|--------------|------------|
| Expenditures | \$7,502.55 |
| Revenue | 751.90 |
| Savings | 16,015.68 |

82.72% of the budget is spent.

Item 933 of this month's expenses, \$600.00 to Blissfield Heating, is the payment for their maintenance contract of \$300.00 per year for 1992 and 1993. The contract has now been fulfilled.

Connie Graff informed the board that the figures in the "Amended Budget" column of our current year's budget are not the ones we approved and submitted, but rather John Jezak's figures.

For the 1993-1994 budget, it was decided that the wages for Barbara, Susan and Joyce should be increased 5%, Chuck and Chanda 3%, and new hires would start at \$4.25 an hour. Corrine receives Joyce's rate when she substitutes.

The amount budgeted for the DPW will be less for 93-94 because we do not plan to use the DPW to mow the lawn. The money for lawn mowing will probably now come from the Building and Ground Maintenance category.

The telephone bills average \$54.00 monthly, and an increase from this year's \$500.00 will again be included.

The Books and Magazines category will be raised to \$10,000 to include a subscription to Kirkus at an increased cost and a new World Book set.

Barbara requested an increase in the Audio Visual Supplies category because of the popularity of books on tape. \$1,500.00 will be submitted for the budget in that area.

Bill Snellbaker advised us to include money in next year's budget for the major plumbing work we may need. \$1,000.00 will be budgeted in a special category for this purpose.

Pam moved to accept the proposed budget. Connie O'Brien seconded. Motion carried.

OLD BUSINESS

Plumbing: Cristal will call Mark Strahan and notify him that we plan to call Imperial Plumbers when future plumbing problems arise.

Paintings: Ted Vassar came and hung the two paintings.

Budget: Connie Graff was thanked for all her work on the budget preparation.

Student Aide: Angela Hough has been hired, and will begin July 14th. Chanda will do extra work until then.

Clock: A new clock has been ordered.

Book Review Magazine: Kirkus has been ordered.

Light in Parking Lot: Bob Zimmerman has ordered a light.

Custodial Job Description: Barbara and Maxine worked on the job description, and board members were given copies of the old and new descriptions. Barbara suggested that the chores be organized into "daily" and "weekly" categories. It was also suggested that the term "as needed" be eliminated. Joyce may be able to provide a chart or grid on the computer that can be checked off by the custodian as jobs are completed. Connie Graff suggested specifying a month or season on the annual or semi-annual chores. Barb and Maxine were commended for their work. The new job description will be included in the policy book.

Lawn Bids: After some discussion, Connie Graff moved we accept the Watters' bid of \$20.00 per mowing on a trial basis through the month of June. Pam seconded. Motion carried. Cristal will contact Watters and have him phone Barbara. He will be informed that a bill will need to be submitted, and that payment is once a month. Cristal will contact Mark Strahan and inform him of our decision.

Refrigerator: The refrigerator has a burned-up compressor which is more costly to repair than to replace. John Jezak told Cristal that he doubted the insurance would cover the replacement, but that he would check on it. Mr. Loar can deliver a new refrigerator on Tuesday for \$338.00. Pam moved we purchase a new refrigerator to be delivered on Tuesday. Connie O'Brien seconded. Motion carried. The person who has rented the room for this weekend has been informed that there will be no refrigerator available (for this weekend). Connie Graff moved to return \$10.00 to the renter. Maxine seconded. Motion carried.

Urns: The Blissfield Garden Club is trying to replace the whisky barrels with concrete urns, and the library board voted last year to pay for the planters for the front of the library. The plan at this time is to have Mr. Lippens make the forms for the urns, but they may not be done for this summer.

Committee for Wages and Vacation Benefits: Connie Graff, Pam and Jan will meet after school gets out.

Barbara reminded the board that July 4th fall on a Sunday this year and asked whether we wanted the library closed on Saturday, the 3rd. Connie O'Brien said she remembered that we had decided that Laura would be notified through the time sheets that Barb and Susan are to be paid for the holiday.

Planting at the Graves: Barbara will call Dee Rose to be sure she will do the planting again this year.

Gifts for Ralph and Jim: Pam suggested a \$20.00 gift certificate to the Stable for each man in addition to the books which Barbara will choose. Connie O'Brien will get the gift certificates.

NEW BUSINESS

Policy for Employing New Students: This subject will be included when the Committee on Wages and Benefits meets.

Copies of Minutes: Connie O'Brien offered to make copies of the minutes from each meeting and get them to the board members before the next meeting.

Circulation Comparison: Connie Graff pointed out a decrease in our circulation figures. Barbara informed the board that in preparing the numbers for the Circulation Figures chart, Chanda had omitted some items. February's low figures could also be attributed to the bad weather. Connie Graff encouraged board members to look over the Circulation Comparisons that Barb supplies.

Seminar: Pam informed the board that a seminar on Library Trustee Rights and Responsibilities would be held June 7th from 8:30 - 5:00 at the Ellis Research Center in Monroe. The \$35.00 fee would be paid for anyone interested in attending.

Connie O'Brien moved to adjourn; Pam seconded. Motion carried. The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Connie O'Brien

17 June 1993

The regular board meeting was called to order by President Cristal Milner. All members were present.

The secretary's report was read and approved.

The treasurer's report followed:

| | |
|--------------|------------|
| Expenditures | \$6,258.57 |
| Revenue | 172.80 |
| Savings | 12,258.58 |

90.41% of the budget is spent which means we will be overspent when the fiscal year ends. However, since the budget for 1992-93 was not the one we had submitted and approved, it is understandable that we would be overspent.

Connie Graff met with Bill Snellbaker from the Village Council regarding the library budget. Neither Barbara nor Susan will receive the raise we had recommended for them. Their annual salaries will be \$20,000 (not \$20,966) for Barbara, and \$11,200 (not \$11,450) for Susan. The only other area that was not approved as submitted was the \$1,000.00 for unforeseen expenses which would have been used for plumbing repair work.

After the Village Council meeting, Peggy notified Connie that the library budget was John Jezak's version and not ours. Connie contacted Bill Snellbaker who will look into the matter.

The corresponding secretary's report followed. Maxine wrote thank you notes to the students who had applied for the job of student aide, and included gift certificates in the notes to Ralph Staup and Jim McGaffigan. She also sent notes of thanks to numerous people who had given gifts or provided services to the library.

OLD BUSINESS

Custodial Jobs List: Joyce prepared a grid for the custodial jobs. There are still "as needed" jobs where they seem appropriate. Barbara asked the board members to look over the jobs and make suggestions. Cristal will meet with Chuck Wilson (without Barbara), and go over the jobs on the list with him. The new system will become effective July 1, 1993.

Policy Committee: Connie Graff, Pam and Jan will meet Thursday, June 24th, at 10:30 a.m. in the library.

Black Vinyl Molding: Lynn Southward has some black vinyl molding that he thought should be put under the bulletin boards in the children's area to protect the baseboards. He would charge \$40.00 plus materials. After the board viewed the area, it was agreed that the black vinyl molding would not be necessary.

Lawn Mowing: Barbara is pleased with the job the Watters family is doing mowing the lawn, and the board concurred. Maxine inquired about having edging work done along the sidewalks. Connie Graff moved that we ask the Watters to do the edging work. Pam seconded. Motion carried.

NEW BUSINESS

Shrubs and Tree Trimming: Connie Graff moved we hire the Watters to trim the shrubs and trees once this summer. Jan seconded. Motion carried. Barbara will show the Watters what needs to be done.

Chairs for Computer Tables: Nancy Frederick tried out the new computer tables for accessibility to a person in a wheelchair, and said they were fine. Barbara suggested that we look into purchasing two chairs on casters with seats that adjust to different heights, and she will collect information on what is available.

Three-Ring Binders: Barbara offered to purchase three-ring binders for the board members who need them to make it easier to organize and transport our library-related papers. The board members enthusiastically accepted her offer.

Pam moved to adjourn. Maxine seconded. The meeting adjourned at 8:03 p.m.

Respectfully submitted,

Connie O'Brien

28 June 1993

A special meeting of the library board was called to order by President Cristal Milner at 11:00 a.m. All board members were present.

The secretary's report was read and approved.

There was no treasurer's report.

The corresponding secretary read a thank you note from Ralph Staup.

OLD BUSINESS

Lawn and Shrubs: Barbara spoke to Mr. Watters about trimming the trees and shrubs. He has not yet submitted an estimate for the work. Barbara suggested we have him start with the largest tree in the back of the building, and have it trimmed so that it does not interfere with the drive or overhead wires.

Janitorial: After assembling some comparative data, Cristal will probably meet with Chuck Wilson later today and present the updated Janitorial Jobs list.

Rotary Meetings: Word has reached the library (unofficially) that beginning in July, the Rotary will be holding their weekly meeting in the community room at Coachlight Estates. We assume they will take their TV and VCR with them.

Computer Chairs: Connie Graff moved that we purchase two burgundy colored chairs from Office Plus at the sale price of \$129.00 each. Jan Sweet seconded. Motion carried.

NEW BUSINESS

Copy Machine: Tom Fenstermacher from Office Plus presented information on three computers with a variety of features. He estimated that a new copy machine should last between 5 and 7 years.

The estimate for repairing the current machine is \$528.00 which includes \$216.00 in labor and \$312.00 in parts. Since the cost of a new copier will be more than a \$1,000.00, Barbara will take care of getting 2 more estimates.

Next Meeting: We will plan to meet Tuesday, July 6th at 10:30 a.m. to review the additional copy machine information.

Jan Sweet moved to adjourn; Connie O'Brien seconded. The meeting adjourned at 11:40 a.m.

Respectfully submitted,

Connie O'Brien

6 July 1993

A special meeting of the Library Board was called to order by President Cristal Milner at 10:40 a.m. Connie Graf was absent.

The secretary's, treasurer's and corresponding secretary's reports were not read because of the nature of this meeting.

Copy Machine: Information that Barbara had received from A-Kopy Inc. and Copiers and More was reviewed and compared to the material received from Office Plus. Pam moved that we purchase model # SF7370 from Office Plus for \$1,895.00 less a \$200.00 trade-in on the current copier, and also purchase a 15-month service contract. Jan seconded. Motion carried.

Janitorial: Chuck Wilson decided that with the increased work load detailed in the new custodial job description he would give his two-week notice. He agreed to stay at least a week longer, if needed, while we look for someone else for the job. Chuck is currently working 6 - 7 hours a week. The revised job description will require more hours. Pam moved we advertise for the position of custodian. Connie seconded. Motion carried.

The following statement was drafted, and Connie O'Brien will see that it runs for 2 weeks in the Advance and for 3 days in the Telegram: Schultz Holmes Memorial Library is taking applications until July (16 or 23) for part-time custodial person or couple to work approximately 12 - 15 hours per week on a flexible schedule. Wage based on experience. Blissfield Village resident over 18 years of age. Send letter of application and references to 407 South Lane Street, Blissfield, Michigan 49228.

When applications have been received, Cristal will call another special meeting of the board.

Jan moved to adjourn; Pam seconded. Meeting adjourned at 11:35am.

Respectfully submitted,

Connie O'Brien

To: Daily Telegram

From: Connie O'Brien 486-3905

Re: Please run the following ad for employment on
Friday, Saturday and Sunday, July 9, 10 and 11,
1993.

The invoice may be sent to: Barbara Klump
407 S. Lane St.
Blissfield, MI 49228

(486-2858)

Schultz Holmes Memorial Library is taking applications until
July 23 for part-time custodial person or couple to work
approximately 12 - 15 hours per week on a flexible
schedule. Wage based on experience. Blissfield Village
resident over 18 years of age. Send letter of application
and references to 407 South Lane Street, Blissfield,
Michigan 49228.

19 August 1993

The regular meeting of the library board was called to order by President Cristal Milner. All members were present.

The secretary's report was approved as circulated.

The treasurer's report was presented by Connie Graff. 103.06% of last year's budget had been spent, which would actually have been under budget if the figures the board had submitted had been used.

The budget for 1993-94 that is going to be used is again not the figures we submitted. Connie Graff plans to speak with Bill Snellbaker about that.

Maxine Muck read a list of people to whom she had sent thank you notes for job applications and gifts received.

OLD BUSINESS

Janitorial Applications: The five letters of application were read and discussed. Pam moved we hire the Huffs as our new custodial team. Connie Graff seconded. It was agreed that the Huffs should have an opportunity to look over the job description. They would be need to be aware of the probationary period of 6 months. The starting salary would be \$6.00 per person per hour with a \$.50 increase after a satisfactory review in 6 months. We would plan to have a contract for them in June, 1994. Since the job description is new, we do not have a firm idea of how long it will take to complete the work, but Connie Graff suggested we urge them to try to complete the work in less than 12 hours per week.

The motion to hire the Huffs carried.

Custodial Jobs: Michael O'Brien has given his notice and the jobs he did will have to be done now by either the Watters or the library staff.

Sidewalk: Connie Graff moved that we have the DPW evaluate the sidewalk and repair or replace where needed. Jan seconded. Motion carried. Barb will call Mark Strahan. The cost will be deducted from the Building and Grounds Maintenance funds.

Policy Committee: Pam, Jan and Connie Graff will meet Monday, August 23rd at 10:30 am in the library.

NEW BUSINESS

Application Committee: Maxine Muck and Connie O'Brien will compile a file of applications for employment and related information to be used in formulating an application for employment at the library. A simplified version will be used for high school student applicants.

Contracts: It was noted that we need to draw up a contract for the custodial job. There were no sample contracts from which to work. No action was taken on this subject.

Permanent Stage: Pam was approached by council with the idea of having a permanent stage and sound system installed in the library auditorium. This matter will be discussed further at a later date.

Connie O'Brien moved to adjourn. Jan Sweet seconded. The meeting adjourned at 8:20 pm.

Respectfully submitted,

Connie O'Brien

16 September 1993

The regular meeting of the Library Board was called to order by Vice President Pam Van Schoyck at 7:05 pm. Crystal Milner, Maxine Muck and Jan Sweet were absent. Harlan Karmol from the Village Council joined the meeting in progress.

The secretary's report was read and approved.

The treasurer presented this month's ledger sheets. \$8,414.56 of the budget was spent last month. 20.53% of this year's budget has now been spent.

OLD BUSINESS

Budget: Connie Graff spoke to Bill Snellbaker about having the budget submitted by the Library Board put into effect instead of the figures submitted by John Jezak. Bill Snellbaker will continue to look into the matter.

Application for Employment: Maxine Muck and Connie O'Brien will present an application to the board which could be used for those applying for jobs at the library.

Policy Committee: The work done by the Policy Committee to date was tabled since three board members were absent.

NEW BUSINESS

Chanda's Resignation: Barbara suggested looking for an adult to work 6 to 10 hours per week. Connie Graff was concerned about the budget, and asked if an adult could be hired at minimum wage. Corrinne will fill-in temporarily.

Barbara is considering contacting a person who was interested in a job at the library when Joyce was hired.

Parking Sign in South Drive: An older patron complained that renters park along the south driveway during regular library hours. Connie O'Brien suggested adding a statement to the renters' contract that would ask that the south driveway be left for patrons during regular library hours. No action was taken.

Maintenance Agreement: Barbara will contact Blissfield Heating and Cooling about continuing our

maintenance agreement with them. However, another company will be called should plumbing repairs be needed.

Harlan Karmol's Visit: Connie Graff informed Harlan Karmol of our frustration at being told the board's budget was approved, and then having John Jezak's budget figures used. Harlan Karmol will look into the matter.

Harlan did not know anything about anyone wanting a permanent stage installed in the auditorium, but did think an audio system would be helpful. He also mentioned noticing some time ago that a light outside in the back of the building flickered. Barbara will check on it.

The board thanked Harlan for attending a meeting. He apologized for taking so long to come to a board meeting, and said he will try to stay closer in touch.

Connie Graff moved to adjourn; Connie O'Brien seconded. The meeting adjourned.

Respectfully submitted,

Connie O'Brien

21 October 1993

The regular meeting of the Library Board was called to order by President Cristal Milner at 7:05 p.m. Pam Van Schoyck and Connie O'Brien were absent.

The secretary's report was read and approved.

Maxine Muck, the corresponding secretary, read a note from Chuck Wilson thanking the board for his gift.

The treasurer presented this month's ledger sheets which showed an overexpenditure of \$227.32 in new equipment because of the purchase of the copier. This amount should be a credit because of re-imbursment on the computer.

OLD BUSINESS

Budget: Connie Graff reported that after Harlan Karmol's visit in September, there are now two council members aware of the budget discrepancy between the one submitted by the Board and approved by the Council, and the one submitted by John Jezak that we must work with for the next year. To date the Council has done nothing to correct this matter, but Connie will persevere with it.

A concern was voiced about whether building and ground maintenance should have shown a charge to the library for Henderson Glass. This expenditure should have been paid by village insurance since the large front glass door was broken by a stone from the mower of a village employee. There is no record of an insurance payment to the village. Connie Graff will work to clear this matter.

The current budget is about 30% spent to date.

Some discussion ensued with regard to the revenues received from hall rental and the copier. They are now sent to the village office.

There were questions about the percentage of total tax revenue from the village.

Policy Committee: The work done by the Policy Committee to date was tabled due to the absence of Pam Van Schoyck, chairman.

10-21-93
p. 2

Applications for Employment: Connie O'Brien and Maxine Muck will present an application to the board at the November meeting which could be used by persons applying for jobs at the library.

NEW BUSINESS

Parking Sign in South Drive: This issue will be voted on at the November meeting.

A motion to adjourn was made by Jan Sweet and seconded by Connie Graff.

Respectfully submitted,

Maxine Muck.

18 November 1993

The regular meeting of the Library Board was called to order at 8:05 p.m. by President Cristal Milner. All members were present.

The secretary's report was read and approved.

The treasurer's report was presented with 34.80% of the budget spent for this year. Connie Graff explained that the overexpenditure in the areas of Building and Ground Maintenance and New Equipment is due to the fact that the budget sheets we receive indicate expenditures but not revenue. Therefore, these General Ledger sheets will not show when the insurance pays for the window glass replacement, or the amount of money we received as a trade-in for our old copier.

Connie Graff will talk to people in the Village Office about the library establishing a special bank account for the money received for the hall rental and use of the copy machine. Money received from fines and video rentals is now put into a checking account at Society to be used to purchase new videos.

Bill Snellbaker has advised us to submit a copy of next year's proposed budget to both John Jezak and himself early. He also said we should work with the budget figures the board submitted (which were approved by the Village Budget Committee) instead of the figures which appear on the General Ledger sheet.

OLD BUSINESS

Application for Employment Maxine Muck and Connie O'Brien verbally presented their recommendations for the application form. A typed copy will be presented for discussion at the January 1994 meeting.

Custodian Job List Barbara has changed the job of washing the waste baskets from a daily chore to weekly, and reported that the custodians are doing a good job.

Parking A motion was passed that a notation be added to the current renter's contract asking the renters to leave the south driveway parking places open to library patrons if the hall rental occurs during a time when the library is open.

NEW BUSINESS

Open Meetings Act Barbara has posted the dates and times of the board meetings for the next year to comply with the "open meetings act".

Adjournment Time for Board Meetings Board members were asked to give some thought to setting an adjournment time for the board meeting. If we decided to do that, the president would prioritize the agenda.

Petitions Petitions for Connie Graff and Dee Rose were circulated and signed.

Calendars Barbara was asked for permission by Cathy Hough to sell the Blissfield School calendars for \$5.00 each in the library. A motion was made to do so, but not seconded.

Hand-held Vacuum A motion was approved for Barbara to buy a hand-held Dirt Devil with all the attachments not to exceed \$75.00 from Gilson's Hardware. The cost will be taken from the "new equipment" category of the budget

Sound System The new sound system is in place.

A motion was made and seconded to adjourn the meeting.

Respectfully submitted,

Connie O'Brien

18 November 1993

An executive session of the Library Board was called to order by President Cristal Milner. All members were present.

The following motions were approved by the Library Board effective immediately:

a. The library will be closed the following days -

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving
6. Christmas

b. Current salaried personnel will receive vacation pay for the following days -

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving
6. Christmas
7. Day before Christmas
8. Day before New Year's
9. Good Friday
10. Individual's Birthday

c. The library will now be open from 10:30a.m. to 4:30 p.m. on the following days if they fall on regular library work days -

1. Day before Christmas
2. Day before New Year's
3. Good Friday

23 November 1993

A special meeting of the Library Board was called to order at 7:55 p.m. by President Cristal Milner. All members were present.

The following motions were approved:

The previously approved guidelines for the library policy remain approved through page 3, up to and including Life Insurance.

Beginning with Holidays:

- a. The library will be closed, effective immediately -
 1. New Year's Day
 2. Memorial Day
 3. Independence Day
 4. Labor Day
 5. Thanksgiving
 6. Day before Christmas
 7. Christmas
 8. Day before New Year's Day
- b. Beginning with the 1994 fiscal year, the current salaried personnel will be paid for the following days in addition to their regular salaries -
 1. New Year's Day
 2. Memorial Day
 3. Independence Day
 4. Labor Day
 5. Thanksgiving
 6. Day before Christmas
 7. Christmas
 8. Day before New Year's Day
 9. Individual's Birthday
- c. Beginning with the 1994 fiscal year, the library will be open on Good Friday.

The meeting adjourned at 8:05 p.m.

Respectfully submitted,
Connie O'Brien

16 December 1993

The regular meeting of the Library Board was called to order at 7:10 p.m. by President Cristal Milner. All members were present.

The secretary's reports for meetings on November 18, 1993 and November 23, 1993 were read. The November 18th minutes were corrected to read: Money received from fines and video rentals is now put into a checking account at Society to be used to purchase new videos. The minutes were then approved.

The treasurer's report was presented. 41.18% of the budget has been spent as of November 30th. A large number of books has been ordered, and the money spent for that order will appear on next month's budget sheets.

The corresponding secretary reported that thank you notes had been sent to Marie Johnson for the Detroit phone book white and yellow pages, and to Marion Gust for a cash donation in memory of Alberta Ruesink.

OLD BUSINESS

Savings Account Connie Graff spoke to Laura Neuman about depositing the money received from hall rental and the use of the copy machine into a separate account. Laura did not see a problem with that, and Connie now needs to talk to Peggy Nieman to see if she would be agreeable to a separate account, or to having that money deposited into an existing account where we would keep track of it.

Custodial Job List At Barbara's request, the following changes or additions to the Custodial Job List were moved, seconded and approved:

1. Weekly (as needed) - Story Hour set-up
2. Monthly - empty book drop (outside opening)
3. Monthly - tighten bolt on desk lamp
4. Annually - clean furnace room
5. Annually - clean storage room (auditorium)
6. As needed - pick up litter outside library
7. As needed - shovel/blow snow and spread ice-melt on walks.

Community Service Person The Board approved Barbara's use of a person who needs to do community service work.

Budget Committee Connie O'Brien volunteered to work with Connie Graff's Budget Committee. Barbara will be available for consultation.

Policy Committee Pam asked that the Policy Committee work be temporarily suspended.

Library History Committee Pam volunteered to head a committee to update the work Mary Lou Knisel did on the history of the Schultz-Holmes Memorial Library.

NEW BUSINESS

Rental Policy A motion passed to accept the changes on the revised Auditorium Rental Policy (copy attached).

New Board Meeting Agenda Form Each item on the attached list titled "Suggested Board Meeting Agenda from the Trustee's Manual, P. 20 - 22" was reviewed and accepted with the following exception: ACTION ON BILLS Bills to be paid should be presented for board information rather than approval because of the necessity to submit the bills for payment before the board meets each month.

An adjournment time of 8:15 was set as a target time with no meeting to run later than 9:00 p.m.

The meeting adjourned at 7:58 p.m.

Respectfully submitted,

Connie O'Brien

SUGGESTED BOARD MEETING AGENDA FROM THE TRUSTEE'S MANUAL, P.
20-22

CALL TO ORDER AND RECORDING OF ATTENDANCE

NOTE: It is important that meetings start on time and that all board members be present. A quorum must be present for official action. *OK*

MINUTES OF PREVIOUS MEETING

NOTE: Minutes should be read, or distributed, and approved with any necessary additions or corrections. *OK*

COMMUNICATIONS

NOTE: Letters or other information for board's consideration are read at this time. *OK*

TREASURER'S REPORT

NOTE: Should be read or distributed and officially placed on file after questions have been answered. *OK*

ACTION ON BILLS

NOTE: Bills to be paid should be presented for board approval *information*

REPORT OF LIBRARY DIRECTOR

NOTE: Should cite library activities and general progress; problems to be shared with board; and feedback from community. *OK*

REPORT OF COMMITTEES

NOTE: Standing or ad hoc committees.

OLD BUSINESS

NOTE: Any item carried over from a previous meeting is listed as unfinished business. *OK*

NEW BUSINESS

NOTE: Any item which has not been previously discussed. If trustees have an item of new business, they should inform the President of this before the meeting. *OK*

ADJOURNMENT

NOTE: Promptly at the designated time. This practice fosters better attendance.

Adjournment should be to a certain time. If next regular meeting, so state.

SCHULTZ-HOLMES MEMORIAL LIBRARY
AUDITORIUM RENTAL POLICY

FOR YOUR INFORMATION

1. Rental is for five (5) hours. Any additional time will be assessed at \$5.00 per hour or any part of an hour.
2. Rental rates are: \$35.00 village resident
\$45.00 non-resident
\$ 5.00 each additional hour or part of an hour
\$10.00 refundable deposit
3. The rental fee includes the use of the auditorium, kitchen and restrooms.
4. The deposit will be held three (3) business days after rental.
5. Capacity is 100 people; table seating is approximately 50 people.

RULES:

1. An adult, over the age of 21 years, shall be present at all times to supervise the auditorium.
2. There will be no alcoholic beverages or smoking allowed.
3. The renter is responsible for seeing that the library is not used for overflowing crowds or for any other purpose. (Emergency use only---a.) exit front door b.) telephone on pillar by desk (local/credit card calls only.)
4. The furnishings and equipment of the auditorium and kitchen CANNOT be loaned or taken from the building. Please bring your own dishtowels, table coverings and dish detergent.
5. No food is to be left by the renting party. Nothing should be left in the refrigerator or on the countertops. All garbage, paper trash, etc. is to be bagged and left in the auditorium entry. (The dumpster is locked.)
6. Any breakage or damage must be paid according to the replacement cost. Breakage should be reported and money paid to the librarian as soon as possible. A receipt will be given to you.
7. Floors are to be swept, all spills cleaned up, all decorations removed. All areas are to be left clean and free of any or all debris. Restrooms are to be checked and left as found (see #4 under RULES).
8. If your rental occurs during hours that the library is open*, please limit parking in the south drive to loading/unloading vehicles only. There is room behind the library for long-term parking.

Thank you,

Library Board

Signed _____

Date _____

(address)

(telephone number)

Revised December, 1993

*LIBRARY HOURS: M-T-T 10:30 a.m. to 8 p.m.
F-S 10:30 a.m. to 4:30 p.m.