

20 January 1994

The regular meeting of the Library Board was called to order at 7:00 p.m. by President Cristal Milner. Maxine Muck was absent.

The secretary's report from the December, 1993 meeting was approved as distributed.

The treasurer's report indicated that 52% of the John Jezak budget has been spent. Connie Graff noted that the charges for repairing the plumbing problem in January have not yet appeared on the budget. The total cost will be close to \$1,000.00, which is the amount requested (but not approved) in the current year's budget for "unforeseen plumbing problems."

Barbara Klump presented a list of current bills including a large book order (\$1,821.51).

As part of the library director's report, it was clarified that the person renting the auditorium must live within the village to receive the Blissfield resident rate.

Cristal and Barbara gave an update on the plumbing saga.

The Apple II monitor is at the Connecting Point in Adrian to see if it can be fixed. The library is using a loaner.

Committee Reports

Connie Graff and Connie O'Brien are halfway through the new budget. Bill Snellbaker will give Connie Graff guidelines for the salary section.

Peggy Nieman told Connie G. that the council would have to give their approval before the library could put the rental money in a separate account. Connie Graff will talk to Bill Snellbaker about this also.

There was no Library History report this month.

The rough draft of the application for employment was discussed. Connie O'Brien will ask Frank Riley to review it and make suggestions.

NEW BUSINESS

Plantings Next Spring Around Clean-out Mark Strahan has soil that can be added to build up a mound, if desired.

Connie Graff suggested that the lawn service might have some ideas to improve the look of the clean-out. The matter was tabled until spring.

National Geographic Magazines Since we have eight shelves of National Geographic magazines, Barbara would like to put the copies from 1950 to 1988 out during the magazine and book sale. It was agreed that would be a good idea. We will keep the 1917 to 1926 bound issues, and review what should be done with the others from time to time.

The meeting adjourned at 7:53 p.m.

Respectfully submitted,

Connie O'Brien

RILEY & RILEY

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JOHN F. RILEY
FRANK C. RILEY

February 2, 1994

Connie O'Brien
406 S. Lane Street
Blissfield, Michigan 49228

Re: Library Application

Dear Connie:

I have reviewed the proposed application for employment which you have worked on. Sections I, II, III, and IV all appear to be in order.

The only concern I have is with Section V. I have enclosed for your review a copy of the Employment Inquiry Guide put out by the Michigan Department of Civil Rights. As you can see, there is a provision for handicap/disability. I would recommend that the questionnaire be amended to phrase the question as outlined in the guide. The provision about what can be done to accommodate you should be amended to read, "If yes, what can be done to accommodate you?" I believe the work limitation should not be included.

Should you have any other questions, please feel free to call me.

Sincerely,



Frank C. Riley

FCR/jlm
Enclosure

17 February 1994

Dear Frank,

The Library Board and Librarian decided it would be helpful to have an "application for employment" form to be used by people applying for jobs at the library. We put together the attached form using segments from a number of other application forms. We have added, deleted or altered the form to make it suit the needs of the library.

Are there any areas on the form where we have overstepped our right to ask or know? Can we ask (in section V) about physical limitations, and is everything we need to cover included in the paragraphs following section V?

We would appreciate any suggestions or recommendations you might have on this form.

Thank you.

Sincerely,
Bonnie L. Brien
486-4413

17 March 1994

The regular meeting of the Library Board was called to order by President Pam VanSchoyck. All members were present. Dee Rose was officially welcomed back to the Board.

The Minutes of Previous Meeting were approved with the correction of "things " to "thinks" in the 3rd line of the 6th paragraph.

There was no Corresponding Secretary's Report this month.

The Treasurer's Report indicated we had spent 72.36% of the budget as of 2/28/94.

Report of Library Director: Estimates have now been received from Larry Pixley and Blissfield Heating for replacing the heater in the auditorium entrance. Barbara will call Lundy's again, and also ask Lenawee Heating to submit an estimate.

Report of Committees

BUDGET: Connie Graf met with Bill Snellbaker. The Village Council has done nothing yet with the budget.

APPLICATION: The motion carried to accept the application for employment as submitted by Connie O'Brien with the wording change suggested by Frank Riley. Connie O'Brien will get an estimate from the Blissfield Advance for having a minimum number of copies printed.

GUIDELINES: Pam has the material Pat Stafford Sturk (President of Clinton's Library Board) sent to Cristal. The Policy Committee of Pam, Jan and Connie Graf will meet Tuesday, March 22nd.

OLD BUSINESS

LAWN CARE: The Watters fee has been increased from \$20.00 to \$25.00 per mowing. The Board approved hiring him for the 1994 season.

WALL HEATER: Barbara will call to get two more estimates. (See Report of Library Director above).

RENTAL MONIES: Connie Graf will talk to Bill Snellbaker.

CARPET RAVEL: Bob Neuman suggested trimming the carpet for the time being.

COMMUNITY SERVICE POLICY: Barbara consulted with Frank Riley who said he thought the current way of handling the situation was fine as long as the library could never be

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accused of discrimination. Barbara, therefore, decided to jot down some specifications including one's residence and whether or not one has a library card, etc.

NEW BUSINESS

SIX-MONTH RAISE: It was moved and seconded that in accordance with Cristal's note of August 19, 1993 the Houghs will each be given a \$.50/hour raise effective February 28, 1994. Motion carried. Connie Graf will inform Laura in the Village Office.

BUDGET: The motion carried that we accept the amended budget as presented increasing the Houghs' part-time salary by \$390.00.

SOCKS BOX: The motion carried that we allow the Key Club to collect new and good used socks for the Toledo Mission, provided they take care of the collection box.

LENAWEE TODAY MAGAZINE: The motion carried that we subscribe to one year at \$24.00/year.

GIFT FOR CRISTAL: Jan will make inquiries of Cristal co-workers to get an idea for a gift.

OFFICERS:	President	Pam VanSchoyck
	Vice President	Jan Sweet
	Rec. Secretary	Connie O'Brien
	Treasurer	Connie Graf
	Corresp. Secretary	Maxine Muck
	Member-at-Large	Dee Rose

The meeting adjourned at 8:15.

Respectfully submitted,

Connie O'Brien

21 April 1994

The regular meeting of the Library Board was called to order by President Pam Van Schoyck. All members were present.

Minutes of Previous Meeting: Accepted as printed.

Communications: Maxine Muck read a list of people to whom she had sent thank you notes.

Treasurer's Report: 81.27% of the budget is spent with three months to go.

Report of Library Director: Motion carried to purchase 6 puppet pot holders at \$5.00 each (with fine money) from the Middle School fundraising sale.

Report of Committees

1. Budget: Connie Graf reviewed the monthly worksheet.

2. Application: Motion carried to have 50 copies of the Application for Employment printed by the Advance.

Thank You Notes: Maxine will bring a sample to the next meeting so the Board can decide whether to order new notes.

3. Guidelines: Completed but tabled until the budget is approved.

4. History: Pam presented 4 pages of history of the library she has researched and collected. Jan will ask Phyllis Robertson to read it for any additional information. Connie O'Brien will inquire at the Advance about the cost of having it printed in booklet form.

OLD BUSINESS

1. Wall Heater: After reviewing the estimates Barb had received, the motion carried to have Blissfield Heating and Plumbing do the work for \$1,145.00, and ask them to remove the old parts.

2. Gift for Cristal: Jan will continue to investigate, and may even ask Cristal for suggestions.

3. Rental Monies: Klaus Bachman told Peggy that it would probably not be a problem to set up a separate account for the money received for the use of the copy machine and hall rental, provided there could be a way of accounting for the money. Connie Graf is going to invite a Village Council member to attend one of our meetings before they decide on the budget.

NEW BUSINESS

1. Boy Scout Donation Clarification: The Boy Scouts are buying and donating to the library a set of merit badge booklets in memory of Duane Butts.

2. Sidewalk: Mark Strahan has suggested we replace 7 squares. Barbara will ask Mark how the Village handles cement work (i.e. do we go on a list for the next time the Village hires a contractor)? She will also get an estimate for replacing only 2 or 3 squares, replacing the porch area, and patching the porch cracks (instead of replacing). The possibility of having indoor/outdoor carpeting for the porch and front hallway was discussed.

3. Grass Seeding and Spring Clean-Up: Barbara will ask Watters and/or Houghs about the grass seeding. The spring clean-up was done today.

4. Electrical Problem: A fuse blows when the auditorium is rented while the library is open and a certain outlet becomes overloaded. Since Bob Zimmerman said correcting the problem would be too expensive, it was decided that a sign will be placed in the kitchen informing renters that a particular outlet cannot be used.

5. Tree Book for Council: Motion carried to buy Taylor Gardening Book on Trees and give it to the Village Council.

6. Book Sale Date: Motion carried to hold our annual book sale during National Library Week beginning in 1995.

7. Flasher at Lenawee County Library: To avoid problems here, it was recommended that there always be 2 employees in the library at any given time, but especially in the evenings. Barbara has informed the staff that if any situation develops with which they feel uncomfortable, they should leave the library and telephone someone.

8. Policy Regarding Community Service Workers: Motion carried to accept the policy as presented.

9. Policy Regarding Part-Time Employees Unpaid Vacation: The Policy Committee will include this subject in the policy.

The meeting adjourned at 8:56 PM. The next meeting will be on May 26, 1994 at 6:30PM.

Respectfully submitted,

Connie O'Brien

26 May 1994

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 6:30 p.m. All members were present.

Treasurer's Report: Connie Graf reviewed the 1994-95 budget she had presented to the Village, and the changes the Village had suggested. The motion carried to accept the following decreases in specific areas of the budget in order to give the library employees the salaries the Board recommended and still meet the Village Council's request that the total budget not exceed \$94,870.00:

DPW	-200
Materials Used	-100
Equipment Repair	-500
Equipment Rental	-100
Misc.	-100
Books, Magazines, Subscr.	-100
Audio Visual Sup.	-200
New Equipment	-200
	<u>- 1,500.00</u>

Connie Graf will also get a list of itemized benefits for Barb and Susan. Pam asked the Board members to look over the Library Employee Guidelines document (especially the section under "Holidays") before the next meeting.

Minutes of Previous Meeting: Accepted as printed.

Communications: Maxine read a thank-you from Cristal for the Hosta plants. She also reported on the other people to whom she had sent notes. (Barbara mentioned that Cristal had chosen a book with a Victorian theme for the library). Motion carried for Maxine to order 100 note cards from the Advance to replace the ones that had yellowed. In 15 months Maxine has written 35 notes.

Report of Library Director: Barbara distributed a list of computer games for the Apple 2E, and prices from various sources were discussed.

Report of Committees:

1. History Pam and Connie O'Brien will work on the history project over the summer. Barbara also suggested having a bookmark available with information about the library hours, fines, etc.

OLD BUSINESS

1. Gift for Cristal See Communications above.
2. Rental Monies Greg Dozer is our new Village Council representative, and will be invited to attend a board meeting.
3. Sidewalk Repairs Barb will try to get Al Smith to come over and look at the area needing work.
4. Heating Unit Barb will contact Blissfield Heating and Plumbing and remind them about the job.
5. Lawn Seeding Mr. Watters will do the re-seeding for \$35.00, and George Hough will keep it watered.
6. Application for Employment Connie O'Brien gave Barb the 50 copies of the application that had been printed at the Advance.
7. Flower Urns Connie Graf talked to Alice Petee about the urns the Garden Club is having made for the library (for which the Board is paying).

NEW BUSINESS

1. Replacement for Martha Both Joyce and Angela are willing to work extra hours, and Barbara will call Corinne to see if she can work the first week or two in July. She will also fax the following ad to both the Advance and Telegram:

Schultz-Holmes Memorial Library is taking applications until June 30 for part-time clerical help to work approximately 10 - 15 hours per week including some evenings and Saturdays on a flexible schedule. Minimum wage with raise at 6 months. Blissfield Village resident over 18 years of age. Applications available at the library.

2. Decorate Schultz-Holmes Grave Dee Rose has decorated the grave, but would like to buy a new urn for it.

The meeting adjourned at 8:03 p.m. The next meeting is June 16, 1994 at 7:00 p.m.

Respectfully submitted,

Connie O'Brien

16 June 1994

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:07 p.m. All members were present.

The Minutes from the previous meeting were approved with the following addition: item 3 under OLD BUSINESS should read "Barb will try to get Al Smith and Ron Crist to come over and look at the area needing work."

Communications: No report.

Treasurer's Report: 97.37% of the (John Jezak) budget has been spent as of 5/13/94. Connie Graf distributed an updated copy of the 1994-95 Budget Worksheet (revised 5/26/94) which she has also given to the Village Office. In response to their questions, Connie explained that the Houghs had a 6-month increase and then a 3% raise for 94-95. Joyce's salary history is:

91-92	\$5.85
92-93	6.15
93-94	6.33
	(6.46 approved by Board)
94-95	6.70

For 1994-95, based on their salaries the following amounts will be paid for health insurance, workman's comp, social security, life insurance, retirement, etc:

Barbara	\$7,248.00
Susan	<u>4,110.00</u>
	11,358.00

It was agreed that the \$75.00 each for the two new urns will come from the Miscellaneous department of the 93-94 budget.

Report of Library Director: Barbara talked to Blissfield Heating and Plumbing about the heating unit. They are waiting for the unit to arrive, and plan to do the job in July. Dee will ask Ron Rose to trim the tree on the south side of the library.

OLD BUSINESS

1. Rental Monies Maxine will send an invitation to our new liaison person from the Village Council, Greg Dozer, inviting him to attend one of our meetings.
2. Sidewalk Repairs Barbara will send a note to both Al Smith and Ron Crist about the sidewalk repairs, and include the library hours.
3. Heating Unit See Report of Library Director above.

4. Tree Trimming See Report of Library Director above.

5. Replacement for Martha The deadline for applications is June 30th. Barbara, Pam and Maxine formed a committee to interview applicants on Thursday, July 7th beginning at 6:30 p.m. Pam will contact applicants and schedule appointments every 30 minutes which will allow a 5 - 10 minute break between applicants. The Board set the following priorities:

- adult aide rather than student
- applicant's availability
- residency requirement.

The Board members other than the committee are welcome to be present for the interviews. It was agreed that the committee has the authority to hire an applicant unless the committee wants to call a special board meeting.

6. Employee Guidelines Connie Graf wanted the Board to be aware that Susan is the only village employee receiving benefits who works 30 hours or less. After some discussion it was agreed that Susan might be asked in the future to work 30 - 35 hours per week as needed.

The following changes were made to the Library Employee Guidelines:

Section-III - Working Hours

Hourly Personnel:

1. Adult Aides - a minimum of 15 hours and maximum of 20 hour per week, or as need dictates.

Section V - Fringe Benefits

Holidays

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
7. Day Before Christmas
8. Day Before New Year's

Leave Without Pay

There may be times when an employee.....

A motion carried to accept the Guidelines (with the above changes) up to and including the Credit Union section.

The meeting adjourned at 8:58 p.m. The next regular meeting will be Thursday, July 21, 1994 at 7:00 p.m.

Respectfully submitted,

Connie O'Brien

21 July 1994

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:00 p.m. All members were present.

The Minutes of the previous meeting were approved as printed.

Communications: Maxine reported that she had invited Mr. Dozer to attend our meeting(s). She also read a list of applicants for Martha's job to whom she had sent notes thanking them for applying, and informing them that the position has been filled.

Treasurer's Report: Connie Graf reported that as of 6/30/94, the end of the fiscal year, we had spent 107.70% of the John Jezak budget. Barb will have the library employees check their current paychecks to be sure they are receiving the raises which were approved.

Report of Library Director: Included in "Old Business"

OLD BUSINESS

1. Sidewalk Repairs Nothing to report yet.
2. Air Conditioner Part Barb will notify Blissfield Heating and Plumbing to replace the blade in the water tower of the air conditioner.
3. Leaks Faucet: If George is not able to change the washers on the faucets, Barbara will ask the DPW to do it.
Drinking Fountain: Mark Strahan repaired.
4. Front and Interior Doors Barbara will ask Henderson Glass to give an estimate on correcting the front and interior doors which are hitting when closing, the south entrance door which also makes a noise when closing, the broken window in the auditorium, and replacing the windows which are becoming cloudy because their seal is broken.
5. Copy Machine Maintenance Agreement Office Plus would like to change the payment schedule for the maintenance agreement from monthly to \$267.22 up front. The cost would cover 15,000 copies/year and \$.02 for each copy over 15,000. (14,064 copies were made last year). The Board agreed to the changes in the payment schedule.
6. New Employee Lynn Karl started last week, and is working out very well. A motion passed to review her for a raise the first of the year.

7. High School Aide Barb will interview the students who have applied and hire someone to replace Angela. Right now the void is being filled by Lynn Karl who is already working 15 hours per week. Discussion followed about increasing the adult aides hours and hiring students for the summer only. The situation will be assessed further during the next year before the 95-96 budget is prepared.

NEW BUSINESS

1. By Laws and Job Descriptions Pam and Maxine will look through the by laws, and Barbara will work on the job descriptions.

2. Ceiling Drips Probably caused by moisture on pipes, the condition will be observed for a while.

3. Woodlands Barbara informed the Board that Karen applied for and received a grant to do barcoding.

The meeting adjourned at 8:13 p.m. The next regular meeting will be Thursday, August 18, 1994.

Respectfully submitted,

Connie O'Brien

18 August 1994

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:00 p.m. Maxine Muck was absent. Village Administrator, Jim Monacott was present, and library employee, Susan Harmes joined the meeting in progress.

Minutes of the Previous Meeting: approved as printed.

Communications: no report.

Treasurer's Report: The cost for repair of the wall heater will be taken from "Equipment Repair" and will appear on the budget sheet for August.

Report of Library Director: Barbara reported that after George worked on it, the toilet in the women's restroom seems to be alright.

Mr. Sweeney from Blissfield Heating will replace the bad switch on the air conditioner because the blower was not working.

No estimates have been received yet for the sidewalk repairs.

A man from Henderson Glass looked over the problems with the doors and windows, but has not submitted an estimate yet. Discussion of the windows followed since cold air can be felt when standing next to them. Replacing the windows would probably cost \$4,000.00 or more; storm windows would probably be \$2,000 - \$2,500.

Report of Committees: The Board members were asked to review the By-Laws which Pam prepared and the Job Descriptions prepared by Barbara.

OLD BUSINESS

1. Guidelines A motion carried to make the following changes in Section IV - Training and Work Assignments: Delete "It is the responsibility of the employees to notify their immediate supervisors so he or she can arrange for this training. The employee shall not assume this responsibility themselves." Add "If a suitable workshop or class becomes available which enhances any employee's job description, the fees and mileage may be approved by the board."

A motion carried to add the following sentence to Section VI - Fringe Benefits Holidays "If any of the above

holidays falls on a Sunday or Wednesday, the library will be closed the following day.

Susan Harmes expressed her displeasure over the last line under the Assistant Librarian's Vacation Guidelines which limits vacation to three weeks after ten years of service. After discussing the matter, it was decided that since Susan is not actually full-time (40 hours/week), the vacation should remain as currently printed.

2. New Aide Jenny White has been hired.
3. Air Conditioner See Report of Library Director above.
4. Front and Interior Doors See Report of Library Director above.
5. Sidewalk Repairs See Report of Library Director above.

NEW BUSINESS

1. Carpet Cleaning Since the carpet was not cleaned this past spring, it was agreed it should be cleaned now. Barbara will call Servicemaster.

The meeting adjourned at 8:42 p.m. The next regular meeting will be Thursday, September 15, 1994 at 7:00 p.m.

Respectfully submitted,

Connie O'Brien

15 September 1994

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:03 p.m. All members were present.

Minutes of Previous Meeting: approved as printed.

Communications: Maxine reported that she had sent 3 thank-you notes to applicants for employment.

Treasurer's Report: Connie Graf pointed out that the \$1,340.48 paid to Blissfield Heating in the Equipment Repair category was for the wall heater repair. The maintenance agreements with Blissfield Heating (\$300.00) and Office Plus (\$290.64) have been paid for the year. The Board decided to drop the service agreement for the IBM Selectric when it is due for renewal.

Report of Library Director:

1. Sidewalk estimates - Ron Crist ✓ and Al Smith have not yet submitted estimates. John Snyder will be contacted for an estimate also. *(is working for a builder in Sylvania, no spare time)*
2. Doors, window estimates - Henderson Glass has not yet submitted an estimate and Barbara will call them again.
3. Student Aide - Lindsey Ruhl, and eighth grader, has replaced Jenny White.
4. Ventilating fans in restrooms - Barbara will contact Bob Zimmerman about prices.
5. Class at Lourdes - the Board agreed Barbara could arrange the work schedule to allow her to take courses at Lourdes offered on Saturdays.

Report of Committees:

1. By-Laws - ARTICLE III MEETINGS, Section 4: A quorum for the transactions of business shall consist of a simple majority of total members. ARTICLE VI GENERAL, Section 1: When a quorum is present an affirmative vote of the majority shall be.....
2. Job Descriptions - Barbara will complete the description for the Library Aide and prepare one for the Library Director.

OLD BUSINESS

1. Guidelines - Pam distributed three corrected pages.
2. Carpet cleaning - Barbara will call Servicemaster, and ask Cathy and George Hough to move the furniture.

Wed. Nov 3, 8:30 a.m.

3. Custodial Jobs - Barbara asked that the list of custodial duties be updated to include rearranging the auditorium when two events are scheduled for the same day.

4. Vacuums - A motion passed to purchase a new upright vacuum from Loan's Appliances for no more than \$500.00 (from the New Equipment funds). Jan Sweet will make the purchase. Maxine Muck volunteered to have Dick Muck look into repairing the Eureka to keep as a back-up vacuum.

NEW BUSINESS

1. Colonial Insurance of America - Barbara was able to check out this company, and inform the new police officer (who had inquired) that there was no such company.

2. Policy Regarding Loud Patrons - Barbara will talk with Frank Riley about the situation, and make some SHHH signs.

3. Schultz-Holmes Graves - Dee reported that all the flowers had been removed from the graves.

4. One-Way Sign - Barbara will phone Mark about the one-way sign that was removed from the south driveway entrance. *If he doesn't have one on hand, he will order*

The meeting adjourned at 8:10 pm. The next meeting will be Thursday, October 20, 1994 at 8:00 p.m.

Respectfully submitted,

Connie O'Brien

20 October 1994

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 8:04 p.m. All members were present.

Minutes of Previous Meeting: Approved as printed.

Communications: Maxine reported on the notes sent this month.

Treasurer's Report: The monthly statement was reviewed.

Report of Library Director:

1. Door and Window Estimates - The estimate submitted by Henderson Glass was reviewed. Barbara will find out if the \$40.00 labor fee to adjust the 2 front doors is included in the \$60.00 labor fee for 2 new closers. Barbara will also ask Monroe Glass and AAA Glass to submit bids.

2. Ventilating Fans Estimate - No estimate has been received yet.

3. Sidewalk Estimates - John Snyder is not available. Barbara is going to call Al Smith and Ron Crist and hound them for their estimates.

Reports of Committees:

1. By Laws - Pam distributed the corrected copies.

2. Job Descriptions - Barbara is working of them.

OLD BUSINESS

1. Adult Aide - Carol Drefke started after Joyce retired.

2. Memorial Gift - Barbara will contact Joyce's daughter about a memorial gift for Mr. Gill from the Library Board.

NEW BUSINESS

1. Request from Rachel Jacob - A motion passed to donate books and \$100.00 (from savings) toward shipping. Maxine will send a letter to Rachel Jacob and the headmistress of St. Martins Sec. School in Lesotho, South

Africa. Barbara will call Sallie Jacob and tell her of the Board's action.

2. Tapes and Videos by Discovery Toys - Amy Bell Isaackson is selling educational tapes and videos. Barbara has reviewed the tape, and will ask Lynn to review it also.

3. Vacuum Cleaner - Dick Muck will take a look at the old vacuum to see if he can fix it. Jan was thanked for buying the new upright.

4. Paperback and Hardcover Set of Books - A set of hardcover books was donated to the library. Barbara will offer the paperback copies of the same set to the Bliss-Liewert Center.

The meeting adjourned at 9:03 p.m. The next meeting will be Thursday, November 14, 1994 at 7:00 p.m.

Respectfully submitted,

Connie O'Brien

17 November 1994

The regular meeting of the Library Board was called to order at 7:00 p.m. by President Pam Van Schoyck. Jan Sweet and Connie Graf were absent.

Minutes of Previous Meeting: Approved as printed.

Communications: Maxine read the beautiful letter she had written to Rachel Jacob.

Treasurer's Report: Appears to be right on schedule.

Report of Library Director:

1. Sidewalk estimates - motion carried to accept Al Smith's estimate of \$765.00.
2. Door, window estimates - no response yet.
3. Ventilating fans - repaired.
4. Food for Fines - in progress. Barbara noted that she will begin Food for Fines November 1 in 1995.

Report of Committees:

1. Job descriptions - Barbara is working on them.

OLD BUSINESS

1. Tapes and videos by Discovery Toys - a motion carried not to purchase the set of tapes from Discovery Toys. Barbara will buy a set of parenting tapes from another source.
2. Hoover - Dick Muck has repaired the vacuum, and will replace the brushes.
3. Memorial for Joyce's husband - Barbara will contact Joyce's daughter.

NEW BUSINESS

1. Petitions - Dee Rose will circulate the petitions for Pam Van Schoyck and Connie O'Brien which are due to be filed by November 29.
2. Six-month raise for Lynne - due to be reviewed January 1. (Tabled until December).
3. Story Hour - Barbara reported that Lynne did a great job with the Story Hour.
4. Gifts to Library - Ted Jensen gave the library a copy of Schindler's List and Sally Hagenbuch brought in a beautiful dried arrangement.

The meeting adjourned at 7:40 p.m. The next meeting will be Thursday, December 15, 1994 at 7:00 p.m.

Respectfully submitted,

Innie O'Brien

15 December 1994

The regular meeting of the Library Board was called to order at 7:00 p.m. by President Pam Van Schoyck. All members were present.

Minutes of Previous Meeting: Approved as printed.

Communications: Maxine read the reply letter received from Rachel Jacobs. Thank you notes were sent to Sally Hagenbuch for the dried flower arrangement, and to Ted Jensen for the copy of the movie "Schindler's List".

Treasurer's Report: There was nothing outstanding to report.

Report of Library Director:

1. Door, window estimates - no estimates received yet.

Report of Committees:

1. Job descriptions - tabled.

OLD BUSINESS:

1. Pam expressed the Board's thanks to Maxine for Dick's work on the vacuum.

2. Front steps Al Smith has finished the job. Barb will ask Alice Petee if the urns need to be winterized, and Al Smith if the urns should not be placed back on the new landing for a while.

3. Mr. Gill's Memorial A motion carried that a gift would be chosen as a memorial for Joyce Gill's husband (not to exceed \$25.00 -- from the Books, Magazines and Subscriptions category of the budget).

4. February Primary Pam thanked Dee for circulating the petitions, and reminded everyone to vote in February.

5. Six-month Raise for Lynne A motion carried to increase Lynne's salary to \$5.00/hour effective January 1, 1995. Carol Drefke will be reviewed at 6 months also. Barbara suggested that the adult aides' salary should start at more than the minimum wage in the future.

6. Entranceway Floor Dee will look into the cost of indoor/outdoor carpeting for the entranceway.

*11/15/94
Pam will
ask Alice
Petee
about
urns*

NEW BUSINESS

1. Placemat Ads A motion carried rejecting the Myri-Ad offer to place an ad for the library on placemats to be used at Franco's.

2. County Library Finances Although we do not know at this time whether the \$20,000.00 which will be docked from the county library's budget will affect our library, Barbara suggested we call or write the county supervisors and express our support of the county libraries.

3. Promotional Ideas The board members were asked to think about ways to promote the library, especially since 1995 will mark the 60th anniversary of the Blissfield Library. Among the ideas discussed were:

- an open house
- a visit from a local author
- a visiting story teller
- contests for children
- a banner to be hung from the "library" street

sign on 223.

National Library Week is in April, Children's Library Week is in November.

4. Jan Sweet announced she would not be able to attend the first 3 board meetings in 1995.

The meeting was adjourned at 7:50 p.m. The next meeting is scheduled for January 19, 1995 at 7:00 p.m.

Respectfully submitted,

Connie O'Brien