

19 January 1995

The regular meeting of the Library Board was called to order by President Pam Van Schoyck. Jan Sweet was absent.

Jim Wonacott was present to talk about preparing next year's budget. He suggested we submit a budget that reflects the 2.5% consumers price index. (2.5% of the current budget is \$97,500.00). Benefits this year will be 34% of wages, and he did not think it would be possible to exceed 3.5% for salaries.

Minutes of Previous Meeting: Approved as printed.

Communications: Carol Goff was sent a thank you for the Guideposts subscription.

Treasurer's Report: The 91.75% spent from Building and Grounds Maintenance does not include the \$865.00 charge for the front steps repair. Connie Graf will look into which category that money should come from, and possibly take the money from "Gift Money". Connie O'Brien volunteered to work with Connie Graf on next year's budget.

Report of Library Director:

1. Door, window estimates- no estimates yet.
2. Snow shoveling- Barbara will ask the Watters if they would be willing to shovel on Saturday or Sunday, if the auditorium is rented.
3. Magazine subscription- Motion carried to subscribe to Girl's Life (12.95/yr) in addition to American Girl. Motion carried to subscribe to another farm periodical which Barbara will choose.
4. Replacement for Carol- Corrinne has been coming in since Carol left. Joyce will come in while Barb is on vacation. If Joyce is not interested in coming back on a regular basis, an ad will be placed in the paper.
5. Donation to Lenawee County Summer Reading Program- Motion carried to donate up to \$75.00 for the Lenawee County Summer Reading Program if corporate funding is not forthcoming (to be taken from "Fine Money").
6. Postage increase- Motion carried to increase overdue charges to \$.35.
7. Book sale- Will be held April 13, 14 and 15 during National Library Week. Barbara will call Jim Wonacott about the DDA meeting scheduled for April 12.

Report of Committees:

1. Job descriptions - tabled.

OLD BUSINESS

1. Winterization of urns- (Barbara) Alice Petee will find out and call back.
2. Raise for Lynne- Connie Graf has notified the village office of Lynne's raise.
3. Entranceway floor- (Dee) Motion carried we accept the \$199.92 quote from Blissfield Lumber for new carpet to replace the existing tiles in the entry way (to be taken from "New Equipment"). The carpet is to be installed after the doors have been repaired.
4. Promotional Ideas - National Lib. Week: April 9-15, Anniv. Date: Nov. 17, 1935. Motion carried to purchase 60th anniversary stickers from Office Supplies (minimum 1000 stickers/\$65.00)
5. New Board Member- Pam will contact people from the prioritized list.

NEW BUSINESS (none)

The meeting adjourned at 8:30 pm. The next meeting is scheduled for February 16, 1995 at 7:00pm.

Respectfully submitted,

Connie O'Brien

16 February 1995

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:00 p.m. Jan Sweet was absent. Jim Wonacott attended.

Minutes of Previous Meeting: Approved as printed.

Communications: None this month.

Treasurer's Report: The \$865.00 cost (Al Smith Concrete) to repair the front steps has been taken from the Buildings and Grounds Maintenance funds in the budget, and will be left there for the time being.

Connie Graf distributed the 1995-96 Budget Worksheet and discussion followed. A motion carried to increase Lindsey Ruhl's wage to \$4.40/hour retroactive to February 1, 1995. (Connie noted that we will vote on raising Lynne's salary to \$5.75 effective April 1 at the March meeting).

Jim Wonacott was given our "Wish List" which included:

- making bathrooms handicap accessible
- storm windows in the auditorium
- new lights at entrances (inside and outside)
- carpet rear entrance
- carpet auditorium
- front sidewalk repairs (will wait until assessed by village)
- driveway

Jim will also ask Peggy if we can put the rental and copy money into a savings account.

Report of Library Director:

1. Door, window estimates - Barbara will set a deadline and notify the companies from whom she is waiting for an estimate.

2. Snow shoveling, summer lawn care by Watters - A motion carried to hire the Watters to do snow shoveling on weekends when needed at \$10.00 for the auditorium side for a Sunday rental, and \$20.00 for all walks on Saturdays. It was also agreed to continue to have the Watters do the summer lawn care.

3. Lawn care, Spielman contract - A motion carried to accept the Spielman bid, and pay the entire amount by March 31 to get a 10% discount.

4. Inland Seas and Lenawee Today - Tabled.

5. Cystic Fibrosis Readathon - It was agreed that the forms for the readathon could be left in the library.

6. Book Sale - Jim Wonacott said the President of the DDA did not have a problem with moving their meeting the week of the sale.

Report of Committees:

1. Job Descriptions - Barbara will distribute the job descriptions which can then be reviewed before the next meeting.

OLD BUSINESS

1. New Board Member - Doug Winkler has agreed to fill Jan Sweet's term.

2. Job Applicants - The deadline for submitting an application is March 16.

3. Promotional Ideas (November 17, 1995) - Tabled.

NEW BUSINESS

1. Barb's Benefit Compensation - (Since both Barbara and Arnold work for the Village) a motion carried to compensate Barbara for unused health benefits at the rate of 50% of the monthly premium (currently \$92.00/month) to be added to Barbara's salary beginning with March 1995.

The meeting adjourned at 8:30 p.m. The next meeting is scheduled for March 16, 1995 at 7:00 p.m.

Respectfully submitted,

Connie O'Brien

list of meeting dates & board members) pos on book

16 March 1995

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:00 p.m. Jim Wonacott was present, and new member, Doug Winkler attended the second part of the meeting.

Minutes of Previous Meeting: Approved as printed.

Communications: Maxine Muck listed the people to whom she had sent thank-you notes.

Treasurer's Report:

1. Budget Report: Connie Graf went over the monthly accounting sheets.
2. Rental/Copy Monies: Jim Wonacott helped arrange to have the rental/copy money go into our savings account (which currently has \$730.52).
3. Lynne's Raise to \$5.75: Effective April 1, 1995, Lynne will receive \$5.75/hour.
4. Budget Status: Although the budget has not officially been presented to the Village Council yet, Jim felt certain our budget would be approved.
5. Disability Insurance: Jim Wonacott is going to present a Disability Insurance plan for full-time employees which he would like to see take effect July 1, 1995. Barbara and Susan would be included in the plan. (It was noted that when the new plan goes into effect, the Library Board will have to look at our Guidelines for sick days).

Report of Library Director:

1. Door, Window Estimates: We currently have bids from Henderson Glass and Maple City Glass, and Barb is expecting one or two more bids by tomorrow. A motion carried to have Maple City Glass do the window and door work (including \$30.00 for "hold opens"). If a better bid comes in, Barbara and Pam will make a decision on what to do.
2. Spring Clean-up by Watters: A motion carried to hire the Watters to do general spring yard clean-up and trimming not to exceed \$75.00.
3. "Inland Seas" and "Lenawee Today": A motion carried to subscribe to "Lenawee Today" for \$15.00/year, and not subscribe to "Inland Seas".
4. Book Sale: April 13, 14 and 15 during National Library Week. Connie Graf suggested Barb ask Lindsey (and a couple of her friends) if they would like to work during the sale since they will not have school that week.

Report of Committees:

1. Job Descriptions: Tabled.

OLD BUSINESS

1. Job Applicants: Since Joyce has decided to come back to work, Maxine will send thank-you notes to those who filed applications.

2. Promotional Ideas: Nov. 17, 1935 Among the ideas being considered are:

- a. Plant bulbs.
- b. A discount with local merchants for showing a Blissfield Library card.
- c. A drawing (for all ages) with books as the prize(s).

- d. Contest(s)
- e. Flag - Dee will inquire about the various banners around town.
- f. Amnesty for overdue books.
- g. Open House (possibly with a string quartet)
- h. Including historical facts about the library in Barbara's weekly WLEN report.

i. Map of the library's journey to 407 S. Lane. It was noted that the Women's Service Club played an important role in the library's history. Doug Winkler agreed to work on the promotional ideas.

3. Library Volunteer: June Naumann's son, James, will do volunteer work at the library this summer.

NEW BUSINESS

1. New Officers:
- President - Pam Van Schoyck
 - Vice President - Connie O'Brien
 - Recording Secretary - Dee Rose
 - Treasurer - Connie Graf
 - Corresponding Secretary - Maxine Muck
 - Member-at-Large - Doug Winkler

Pam, Doug and Connie O'Brien were reminded to be sworn in at the Village Office.

The Key Club will leave a box in the front entry to collect books.

The meeting adjourned at 8:42 p.m. The next meeting is scheduled for April 20, 1995.

Respectfully submitted,

Connie O'Brien

20 April 1995

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:07 p.m. Dee Rose was absent.

Minutes of Previous Meeting: Approved as printed.

Communications: Maxine notified the applicants that someone had been hired.

Treasurer's Report: Connie Graf pointed out that Peggy is now applying the rental/copies money to our savings account. Also, the Building and Ground Maintenance allowance is over, but the overall budget is right on track. The Village Council meeting to discuss the 1995-96 budget is scheduled for early May.

Discussion of computers followed, and Connie O'Brien suggested visiting the library at St. John's Jesuit High School in Toledo to see their new computers.

Report of Library Director:

1. Spring clean-up by Watters - Mr. Watters agreed to rake and trim for the cost of the usual mowing. Since that would be well under the amount (\$75.00) the Board was ready to pay for the clean-up, Connie Graf suggested giving the Watters a \$10.00 per person tip.

2. Entrance Carpet - Barbara will continue to try to contact Blissfield Lumber so they can begin the work now that the doors are repaired.

Report of Committees:

1. Job Descriptions - Motion carried to table.

OLD BUSINESS

1. Promotional Ideas - It was agreed that we will have an all-day celebration on Saturday, November 18, 1995. The board members were asked to look into the following areas:

Food	Doug and Maxine
Music	Maxine
Authors/Storytellers	Connie O'Brien
Plastic carrying bag	Doug
Banners	Doug
Plantings	Dee
Prizes	Connie Graf

2. Trash Pick-up - To cover the increased cost of trash pick-up this coming year, Jim Wonacot said the Village was going to add \$1,000.00 to our 95-96 budget. We might need to consider increasing the rental fee in order to help cover the additional cost in future years.

NEW BUSINESS

1. South Driveway - Pam will meet with Jim Wonacot about repaving the south driveway.
2. Funeral Leave - A motion carried to add the following statement to the Employee Guidelines:
Funeral Guidelines - Leave with pay, not to exceed 5 working days per year, will be granted when authorized by the department head for deaths in the immediate family (spouse, employee's or spouse's parents, grandparents, brothers, sisters and children). For any other funeral leave an employee will need to use vacation days, make up the time, or take a leave without pay. This policy is effective April 20, 1995.
3. Overdue Book Fees - Tabled.

The meeting adjourned. The next meeting is scheduled for May 18, 1995.

Respectfully submitted,

Connie O'Brien

18 May 1995

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. Jim Wonacott attended.

Minutes of Previous Meeting: Approved as printed.

Communications: None this month.

Treasurer's Report:

1. Budget Report: Connie Graf reported that we were in good shape, right on target with 81% spent.

2. Jim Wonacott reported that the 1995-96 Budget was approved with three changes on the Library's Budget (7.5% increase overall):

- a. Wages-1/2% adjusted downward from requested increase.
- b. Benefits-adjusted slightly lower.
- c. Dumpster-added \$1,000 to budget to cover expense (suggested that we keep track of amount of trash for future planning in changes in pickup).

Disability Insurance: Jim is in the process of getting bids for Village employees that would take effect July 1, 1995. This will not effect the Budget.

Report of Library Director:

1. **Spring Clean-up by Watters:** A motion carried to pay the increase in the bill submitted by Jim Watters for a job well-done.

2. **Front Entrance:** Job has been completed.

3. **Death Leave Clarification:** Guidelines were amended to include clarification.

4. **Vacation Day Clarification:** A motion carried to amend the Employee Guidelines to read vacation time should be 5 days and 10 days (rather than 6 days and 13 days).

5. **Automation Considerations:** The Board agreed to have Karen Lindquist meet with us to inform the Board of the process involved and the needed equipment to improve the library's technology capabilities. Barbara will check on a possible date.

6. **Storage Shelving:** A motion was carried to approve shelving units to be installed in the large storage closet. It was suggested that the cost be taken out of Miscellaneous and DPW Wages.

7. **Pamphlet Files:** Three files will be eliminated due to lack of use and need for more space. One file will be kept for Historical files. The Board will determine at a later date how the file cabinets will be disposed of.

8. **Summer Staff Shortage:** 2 week period in June. A motion carried to check on the availability of Chanda Filipek and Lynn Karl to fill in during shortage of staff.

Report of Committees:

1. Job Descriptions: Tabled.

OLD BUSINESS:

1. **Computer Update:** Doug, Barbara, Pam, and Connie O'Brien visited St. John's in Toledo and viewed the latest in computer technology available for library use. All felt that it was a very worthwhile trip and shared a great deal of information that they learned and viewed while there. Connie O'Brien shared several articles on establishing improved library technology. A lengthy discussion occurred dealing with various computers and the best one to meet the needs of the library. Doug will check on the availability of software, a "teacher bundle", price and tax, "window" possibilities, and options on a Mac LC 630. He will make a recommendation at the June meeting.

2. **South Driveway:** Jim Wonacott recommends that the driveway be replaced and will provide an estimate when bids are accepted.

3. **Promotional Celebration:** (November 17, 1995)

Food: No report.

Music: Maxine is looking into possible dulcimer musicians.

Prizes: Connie Graf is investigating a wide variety of prizes.

Authors: Connie O'Brien is checking into possible storytellers/authors/illustrators. She will check cost and availability. (Craig Holden, Janet McVey, Gene Peters, Carol McLeod).

Banner: Dee brought possible banner sample and will finalize order at June meeting.

Plantings: Dee is looking into landscape suggestions for improvement of area near the front entrance. She will contact several nurseries.

Plastic Carrying Bag: No report.

NEW BUSINESS:

1. **Memorial Day Planter:** Dee will purchase a new planter and place at grave site.

2. **Promotion Pamphlet:** Pam will design one.

3. **Overdue Book Fees:** Tabled.

The meeting adjourned at 8:58 p.m. The next meeting is scheduled for June 15, 1995 at 7 p.m.

Respectfully Submitted,

Dee Rose

15 June 1995

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:06 p.m. Connie Graf was absent. Jim Wonacott and Karen Lindquist attended.

Minutes of Previous Meeting: Approved as printed.

Communications: None this month.

Treasurer's Report:

1. Budget Report: In Connie Graf's absence, Pam reported that everything looked fine for the end of the budget year. Jim Wonacott commented that it appeared that the library budget would be underspent for the 1994-95 budget year.

2. Jim Wonacott reported that the new 1995-96 Library Budget was formally approved. He made two requests of the Board:

a. During the busy months of June, July, and August, it was requested that the library custodial staff set up and take down chairs following the Council Mtgs. The Board agreed that this would be okay and will pay the custodians for any extra time used.

b. The Village would like to have Lynn Southward construct three crescent shaped tables to be placed permanently in the Library auditorium for use during Council Meetings and for use by renters, library staff, etc. A motion was carried to accept this offer and allow the tables to be placed in the auditorium.

Jim also said that he will be investigating an improved microphone system for use during meetings.

Report of Library Director, Barbara Klump:

1. Presentation by Karen Lindquist, Lenawee County Library Director:

An excellent summary was given dealing with the Library Automation Contract, it's history, and future, as related to Lenawee County and the Blissfield Library. Karen presented an equipment list and what will be provided to Blissfield at no cost under this contract. A list of possible equipment enhancements which the Blissfield Library may want to consider to purchase was also included. She suggested that we may want to consider purchasing Hardware Maintenance Agreements to cover certain equipment which is not included in a warranty (a list of these was attached to the summary that was presented). Karen also suggested that we should consider the cost of extra software that will be needed each year. A motion carried to endorse and wholeheartedly support the Library Automation Contract as presented by Karen Lindquist.

2. **Temporary Shelving:** Waiting for measurements by Mark Strahan.
3. **File Cabinets:** One 4-drawer and one 3-drawer available to sell. Barbara will ask the Village if they are interested in purchasing these, if not, she will advertise to sell to the public at a price determined by her.
4. **Summer Staff Shortage:** Chanda Filipek has been able to fill in when needed.

Report of Committees:

1. **Job Descriptions:** Tabled.

2. **Promotional Committees:**

Music: Maxine checking on available dulcimer player & string quartet.

Prizes: No Report.

Food: To be discussed at later date.

Banner: Colors agreed upon (dark green with gray letters), to be ordered immediately at the cost of \$132.00. A motion carried to purchase as presented. Dee will order.

Authors: Connie O'Brien reported that Craig Holden will be able to attend and she will be looking into possibly arranging with a bookstore to be present to sell his book (his contract does not allow him to personally sell it). She also has been in touch with the Storytellers Guild and will report next month if they will be able to attend, hopefully, for a morning and afternoon session. Author Carol McLeod has also agreed to attend.

Anniversary Announcement: A design was presented by Pam and was approved. It will be available at the River Raisin Festival in July. It was suggested that a notice be placed on the community information sign and on future water bills.

Plastic Carrying Bag: A motion carried as per Doug's recommendation to purchase 1000 bags (2 cases at \$86. each, total of \$172.) from "Better Containers Mfg. Co., Inc." immediately.

Bookmarks: A motion carried to allow Doug to order bookmarks at the approximate cost of \$75.00 using the current budget.

Concerning the Promotional Celebration to be held November 17, 1995, a motion carried to spend up to \$850.00 to cover expenses. It was agreed that an honorarium would be given to the authors, storytellers, and musicians who are present.

OLD BUSINESS:

1. **Computer Recommendations:** Doug presented his recommendations. A motion carried to purchase a Macintosh Performa 638CD at the cost of \$1599.00 and a Hewlett Packard Desk Writer with a color cartridge at the cost of \$350.00. These will be purchased from the current budget.

2. **South Driveway Approach Apron:** Estimate pending.

3. **Planter:** Planted and replaced at cost of \$9.23

NEW BUSINESS:

1. **Overdue Book Fees:** The old policy was discussed and current problems brought up. It was decided to continue with the current policy and to wait for any possible changes to be made when the automation system goes into effect.

2. **Mail Problem:** Barbara was able to work out the problem with the cooperation of Joyce and Lynn.

The meeting adjourned at 10:04 p.m. The next meeting is scheduled for July 21, 1995 at 7 p.m.

Respectfully Submitted,

Denise Rose

21 July 1995

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:17 p.m. Maxine Muck and Doug Winkler were absent.

Minutes of Previous Meeting: Approved as printed.

Communications: No report.

Treasurer's Report:

Connie Graf went over the monthly accounting sheets. A question concerning the amount spent this past month on Benefits (#719) was brought up. Connie will check on this to make clarification.

Report of Library Director, Barbara Klump:

1. Temporary Shelving: Still waiting for Mark Strahan to measure.

Report of Committees:

1. **Job Descriptions:** Positions of Library Aide (Student) and Assistant Librarian job descriptions were reviewed and discussed. Motions were carried to accept the job descriptions for the Library Aide (Student) and Assistant Librarian with corrections as printed. The remaining job descriptions will be reviewed at future meetings.

2. **Promotional Committees:**

Music: No report

Food: Tabled.

Banner: Ready to be hung.

Authors: Connie O'Brien reported that Walden Books will send a salesperson to sell Craig Holden's book at the Open House. The store will decide how many paperbacks to send for possible purchase.

Publicity: Pam will design a promotion flyer to be given to the children attending the Summer Reading Parties.

Bookmarks: Unsure whether Doug has ordered them.

Prizes: Connie Graf presented a summary of possible prizes. It was decided to have 3 prize categories (Adult, Young Adult, & Children). The prizes will be awarded every hour at the Open House beginning at 11:00 a.m-4:00 p.m. Total of 18 prizes; 6 for each category at the total cost of \$250. The Sign-up period to enter the contest will be from Oct.16-Nov. 18. Entry blanks should state "1 prize per person". It was suggested that some of the Adult prizes could be autographed copies of Craig Holden's newest book and Carol McLeod's book and possibly a book on tape. Connie will continue to research other possible prizes.

Review of Committed Costs for Open House: (\$850. to be spent)

Music: \$50.00

Authors: \$200.00 total (Craig Holden & Carol McLeod \$50. each,
Storytellers \$100.)

Prizes: \$250.00 total

OLD BUSINESS:

1. **South Driveway:** No estimate yet.
2. **Additional Automated Equipment:** Barbara will ask Karen Lindquist what she would recommend for the library to purchase in future years (not 1995-96 budget).
3. **Landscaping for front:** Pam will check with Risch's for possible plans.

NEW BUSINESS:

1. **Guidelines:** A copy of the new Village Guidelines will be sent to each Board Member with the monthly minutes. These are to be reviewed and compared with the Library's present guidelines. Discussion will follow at future meetings.
2. **Gift Money:** Connie Graf had a question concerning how it was determined where this money would be spent. Barbara stated that she inquires how the donor would like the money spent and if it is not stipulated she offers possible suggestions. The Board will be informed as to how each donation is spent.

The meeting adjourned at 9:30 p.m. The next meeting is scheduled for August 17, 1995 at 7 p.m.

Respectfully Submitted,

Dee Rose

17 August 1995

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:07 p.m. Doug Winkler was absent.

Minutes of Previous Meeting: Approved as printed.

Communications: None this month.

Treasurer's Report:

Connie reported that the auditor had the books, so no report was available.

Report of Library Director, Barbara Klump:

1. Air Conditioner: Unit had to be repaired (new motor \$370.). Blissfield Heating was unable to provide service, Lundy's was able to repair. The maintenance agreement with Blissfield Heating has expired on the heating and air conditioning systems. It was decided to seek other bids from Lundy's and Ted Smith for a new maintenance agreement. Connie O'Brien will handle this.

Report of Committees for Anniversary Open House:

Banner: Barbara will ask custodial staff to hang banner immediately.

Music: Maxine reported that Paul Griffith (dulcimer) will let her know next week if he will be able to perform. If he is unable, she does have a backup. Maxine will also arrange for her daughter to provide a music performance for children.

Prizes: Connie G. reported that Barnes & Noble and The Reading Railroad will allow for a 20% discount towards any purchase. She will take care of ordering and purchasing all prizes. Barbara will order one copy of Craig Holden's book to be used as a prize.

Bookmarks: Revised suggested bookmark designs using the 50th Anniversary sample. Board agreed to have 1000 printed by the Blissfield Advance on possible colored stock. These are to be passed out as soon as available. Pam will contact Doug to discuss changes.

Entry Blanks: Pam offered to design. It was decided to use 3 different colors for each category (Children 0-11 yrs., Young Adult 12-17 yrs., Adult 18 & up). Name, phone number, "1 prize per person", and "Need not be present to win, however, prize must be claimed by Dec. 1, 1995" will be printed on each entry blank.

Promotion: Flyers designed by Pam will be passed out at the Summer Reading Parties. It was suggested that an ad be placed for several weeks in the Blissfield Advance advertising the events of the Open House. Pam volunteered to design an ad, possibly a "clip & save". Barbara will provide announcements for the T.V. cable company, WLEN AND WABJ.

Authors: Connie O. has arranged for two groups (2-4 people in each) of Storytellers to be present, one in the a.m. and one in the p.m. The Storytellers will inform us what they will present when they receive a copy of our agenda. It was also agreed to allow a book wholesaler, Gary Parker, to sell Craig Holden's book at the Open House rather than a representative from Walden Books. Mr. Parker will give

*Lib. gets 28%
35%
Parker gets 62%
65%*

We have to sell

40% of the proceeds to the Library and he will receive 60% (\$5.95 each). If Carol McLeod is unable to be present, Connie G. suggested that we contact children's author, Denise Fleming, from Sylvania.

Food: Pam presented estimates from various bakeries on the cost of purchasing 50 dozen cookies. Maxine graciously volunteered to bake 50 dozen cookies for the Open House. A motion was carried to pay Maxine not less than \$125. to cover the expense of the ingredients. A decision concerning punch and coffee will be decided at a future meeting.

OLD BUSINESS:

1. **South Driveway:** Estimate pending.
2. **Additional Automated Equipment:** K. Lindquist rec. pending.
3. **Landscaping Estimate:** Pam presented a proposal from Risch Country Gardens to landscape the front of the building. A motion was carried to accept the proposal at \$693.00 with the changes suggested (plant low maintenance plants by the front window, rather than azaleas as indicated in plan, and possibly planting a weeping cherry instead of a coral burst crab) to be planted in the next few weeks. The money for this project is to be taken from the savings account and is not to exceed \$800.
4. **Job Descriptions:** The position of Library Clerk was reviewed and changes were made. A motion carried to accept the job description of Library Clerk with corrections as printed.

NEW BUSINESS:

1. **World Book CD Rom:** A motion carried to purchase at cost of \$99.
2. **Guidelines:** Tabled.
3. **Resignation:** Lynn Karl will be leaving after Sept. 7 due to other business ventures. Barbara will need to find a replacement as soon as possible. She will place an ad in the Blissfield Advance to seek possible candidates. Pam and Maxine will handle the interviews.

The meeting adjourned at 9:27 p.m. The next meeting is scheduled for September 21, 1995 at 7 p.m.

Respectfully Submitted,

Denise Rose

21 September 1995

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:02 p.m. Jim Wonacott also was present.

Minutes of Previous Meeting: Approved from the previous meeting with one correction: Under Report of Committees for Open House "Authors", it should read that Gary Parker, Book Wholesaler, will provide Craig Holden's novel, not "sell".

Communications: Maxine wrote thank you notes to Jim McGaffigan and to one job applicant following her interview.

Treasurer's Report: Connie G. presented the monthly accounting sheets. Expenses for the month were \$6,898.10, Savings-\$1867.59, C.D.-\$29,142.80.

Report of Library Director, Barbara Klump:

1. Storage Room Shelving-pending.

Report of Committees for Anniversary Open House:

Music: Maxine has arranged for Pearl Long (hammer dulcimer) to perform from 12:30-1 p.m. and for Jann Battersby (orff instruments) to perform from 2-2:30 p.m.

Prizes: Connie G. has selected the prizes to be awarded.

Authors: Connie O. reported that four storytellers will be able to attend; Sweetie Williams and Vickie Richardson in the morning and Jan Ricardi and Gene Peters in the afternoon. Denise Fleming, childrens author & illustrator, will not be able to attend. Connie will contact Carol McLeod to see if she can still come. Also, Connie will check on all needed equipment and materials to be used by the authors and will set up on the day of the Open House. Connie clarified the percent of the sales of Craig Holden's book stating that 38% of the sale will go to the library and 62% will go to the wholesaler, Gary Parker.

Bookmarks: Have been printed and will be picked up Sept. 22 to be distributed immediately for publicity purposes. Barbara will distribute.

Food: Maxine has plans to bake 20 dozen chocolate chip, 10 dozen honey wine(non-fat), 15 dozen cream cheese sugar, and 15 dozen mixed variety. Fran Bohs has offered to bake also. It was suggested that we provide copies of the recipes on the day of the Open House.

Flyers/Tickets: Sample of tickets were approved as presented by Pam. Barbara will arrange for three boxes to be made for the drawings.

Publicity:

Flyers-Doug will check with Brochardt's, the banks, Depot, and other possible places for distribution. He will post in the laundromats and community bulletin boards.

Community Event Sign-Barbara will reserve. *wh. of 13th of Nov.*
Message on Water Bills-Barbara will make request. *✓ Nov.*

Adrian Telegram-Barbara will contact.

Blissfield Advance-Connie O. will contact and Pam will provide copy for possible advertisement.

Toledo Blade-Pam will check on article for "Neighbors" section.

Village Newsletter- Jim Wonacott will put in article.

Tab- Maxine will contact Ann Hinsdale-Knisel for possible article.

CH. 11-Toledo-Pam will contact Frank Seely for possible coverage.

Magnets: A motion was carried to purchase 250-300 magnets with the library hours and phone # printed on them for distribution during the Open House. Dee will check on the best price and order them as soon as possible.

OLD BUSINESS

1. **South Driveway:** Tabled until springtime. Barbara will ask Mark to possibly fill in until the work can be done

2. **Additional Automated Equipment:** A motion carried to have Zimmerman Electric install all necessary wiring to allow access for two terminals and a possible third terminal for patron use and also for any additional needed electrical outlets as determined by Zimmerman and Barbara. These wires will run across the ceiling and drop down by main post. The work has to be done by October 9.

3. **Maintenance Agreement:** Connie O. presented three estimates. A motion was carried that we accept the Blissfield Heating & Plumbing Agreement for \$300.00 which includes two maintenance checks per year.

4. **Landscaping:** Pam reported that new landscaping is completed. Holly plants replaced the azaleas as indicated in the estimate, however, the crab was not changed due to sun exposure. Many compliments have been received. Maxine offered to plant tulips this fall.

5. **New Employee:** Two applicants interviewed. Dawn Cooner hired to replace Lynne Karl.

6. **Crack in Steps:** Barbara will call to have Al Smith look at the cracks and also the stains made from the planters to see if both can be corrected.

7. **Job Description:** Tabled.

NEW BUSINESS:

1. **New Phones:** Jim Wonacott reported that the Village is looking into updating their phone system which could include the library. He will provide us with more information when it becomes available.

2. **Guidelines:** Tabled until after the Open House.

3. **Library Circular Bulletin Board:** Question was asked concerning who could use it to post community activities. Barbara will establish possible guidelines for approval at a future meeting.

The meeting adjourned at 8:32 p.m. Next meeting will be Oct. 19, 1995 at 7 p.m.

Respectfully Submitted, Denise Rose

19 October 1995

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

Minutes of Previous Meeting: Approved as printed.

Communications: None this month.

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

Report of Library Director, Barbara Klump:

1. Storage Room Shelving-tabled.
2. Al Smith-cracks-behind 8 weeks in work-tabled.
3. Custodial Staff Replacement-It was decided to check for estimates from several cleaning services (Connie O. will handle this) and also place an ad for two weeks in the Blissfield Advance and for 3 days in the Adrian Telegram (Sat., Sun., & Monday). Barbara will place the ad using the previous ad that was drafted for the same custodial position at the July 6, 1993 meeting. Tuesday, November 7 will be the last day to apply for the position. The Board will meet Thursday, Nov. 9 at 7 p.m. to select a replacement for the Hough's.
4. New Employee: Dawn Cooner is working out very well.

Report of Committees for Anniversary Open House:

Music: Maxine reported all is set. Jann Battersby 's Program will consist of a story, rhythm and music with children being invited to participate. Dulcimer music will be provided by Pearl Long from Delta, Ohio.

Authors: Connie O. reported that Gene Peters will be present for both Storyteller Presentations since Sweetie Williams is unable to attend. Also, Gary Parker, the book wholesaler, will have fifty of Craig Holden's books delivered and the unsold books picked up by his truck and that his percent of the sales will be 65% with the remainder going to the library. Doug reported that Carol McLeod will be unable to attend due to illness.

Bookmarks: Being distributed.

Cookies: Maxine has made 40 dozen with 20 more dozen still to be made. She brought delicious samples of the various types for the Board to sample. Yummy!!!!

Magnets: Dee reported that due to the excessive expense we did not order any for distribution at the Open House.

Publicity: Community Board-reserved and Barbara & Pam will put up message on Monday, November 13.

Advance-Connie O. will give agenda to staff. She met with Phyllis Robertson who went over the history of the library and made some minor changes.

Blade and Telegram-Phyllis Robertson will contact for articles. Pam will still check with the Blade for a possible feature in the "Neighbors" section.

TAB-Maxine stated it was not the type of paper for an article, largely advertisements.

Beverages/Paper products:

Tablecloths-Maxine will provide and she will purchase coordinating napkins (to be paid for out of fines).

Cups-Connie G. will purchase styrofoam cups, punch cups, stirrers, and cream and sugar packets.

Centerpiece-Alice Petee from the Garden Club volunteered to provide a table centerpiece.

Punch-Doug will check with McDonald's to see if they will provide their orange drink for free. It will be served in the library punch bowl.

Coffee-Dee will provide and prepare.

Schedule of time for board members: A tentative schedule was drawn up.

Special Invitations: Dee will write and mail personal invitations to Carol Goff, Phyllis Robertson, Mayor Hinde and Council Members, & Jim Wonacott. Doug will contact the area churches for placement in their bulletins.

OLD BUSINESS:

1. Kiosk Guidelines: A motion carried to accept the guideline as presented for use of the circular bulletin board.

NEW BUSINESS:

1. North Driveway Sidewalk: Doug commented that the sidewalk is lifting up and could be a possible hazard. The D.P.W. will be contacted by Barbara to see what can be done to repair the problem.

The meeting adjourned at 8:29 p.m. The next meeting date was changed to Thursday, November 9 at 7p.m. (Pam will notify the Village office of the change.)

Respectfully Submitted,

Denise Rose

9 November 1995

The November meeting of the Library Board was called to order by President Pam Van Schoyck at 4:25 p.m. Dee Rose and Doug Winkler were absent.

Minutes of Previous Meeting: Approved as printed.

Communications: Omitted.

Treasurer's Report: Omitted.

Report of Library Director: Omitted

OLD BUSINESS

1. Open House

Maxine - Music (Jann Battersby, Pearl Long),
Cookies, Tablecloth, Napkins
Connie Graf - Prizes, Cups (punch, coffee),
Stirrers, Cream/Sugar Packets
Dee - Coffee, Invitations
Connie O'Brien - Craig Holden (and books),
Storytellers
Doug - Punch (McDonald's waived charges)

Centerpiece - Connie O. will assist Alice Petee.

Travel Expenses - Motion carried to pay an additional amount (from savings) to each participant to cover travel expenses. Those costs are:

Pearl Long	\$40.00	✓	(25 + 15)
Craig Holden	60.00	✓	(50 + 10)
Jann Battersby	60.00	✓	(50 + 10)
Lenawee Storytellers	100.00	✓	
Gene Peters	10.00	✓	
Jan Ricardi	10.00	✓	
Vicky Richardson	10.00	✓	
	<u>\$290.00</u>		

Connie Graf will talk to Peggy about the method of payment.

Advertising - Motion carried to buy an ad (which would have the agenda for the day of the 18th) from the Advance. Pam will handle.

NEW BUSINESS

1. Food for Fines Monday, November 13 to Saturday, December 16, 1995. Barbara will promote the Food for Fines program to be tied in the change to the new automation system.

2. Holiday Closing The library will be closed Monday, December 25 and Tuesday, December 26 1995 for the Christmas holiday, and Monday, January 1 and Tuesday, January 2, 1996 for the New Year's holiday.

3. Janitorial Services Barbara will contact Kathy Hough to make sure that her circumstances have not changed, and that she still wants to give up the job. If she does, Jona Schoonover will be offered the job. Her starting pay will be \$5.50/hour with a six-month raise of \$.50/hour, and the standard yearly raise at the beginning of the 1996-97 fiscal year. Maxine will notify the other applicants.

4. Next Meeting The next meeting will be Thursday, DECEMBER 7, 1995 at 7:00 p.m.

Respectfully submitted,

Connie O'Brien

7 December 1995

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.

Minutes of Previous Meeting: Approved as printed.

Communications: A thank you note from Miss Carol Goff was read. Maxine sent a large number of thank you notes to everyone involved with the Open House. Notes were also sent to all applicants for the custodial position. It was reported that a thank you planter was sent to Elsa Klenk for her kindness in assisting with Miss Goff.

Treasurer's Report: Nothing outstanding to report. Connie G. did request that all outstanding bills from the Open House should be turned into Peggy as soon as possible.

Report of the Library Director, Barbara Klump:

1. Custodial chores for Council Meetings-A motion carried to continue the custodial service of setting up and taking down chairs and mikes for the Council Meetings.
2. Storage Room Shelves- Tabled.
3. Front Porch Cracks-Tabled.

OLD BUSINESS:

1. **Open House**-Pam expressed a gracious thank you to everyone for a job well done! Many excellent comments have been made concerning the day. Connie O. reported that Craig Holden returned his check for his appearance since he does get royalties from the books that were purchased. He suggested that the library use the money to purchase an extra copy of his new book, The Last Sanctuary.
2. **Janitorial Service**- Working out very well.
3. **Job Description**-Head Librarian-Tabled.
4. **Petitions** for Maxine and Doug were circulated and handed in for the election.

NEW BUSINESS:

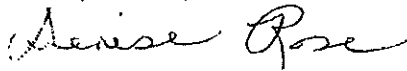
1. **New Phones**-Pending.
2. **Bean Bags**-A motion carried to purchase 2 new bags (approx. cost \$125.) and dispose of the old bean bags.
3. **Barcoding**-Process has begun. Corinne Barger, Lynn Karl, and Pam Van Schoyck will also be helping.
4. **Guidelines**-Tabled.
5. **Food For Fines**-On behalf of the Knights of Columbus, Doug thanked the library for their donations. Barbara will continue to collect canned goods in hopes of getting more overdue books returned. Late donations will be given to Associated Charities in Adrian.

TABLED UNTIL SPRING:

1. South Driveway
2. Front door planters and grave urn.

The meeting adjourned at 7:39p.m. Next meeting will be January 18,1996 at 7p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Denise Rose".

Denise Rose