

18 January 1996

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:08p.m. All members were present.

Minutes of Previous Meeting: Approved as printed.

Communications: Maxine reported that she sent a thank you note to the Lenawee County Library for the plant sent for the Anniversary Open House.

Treasurer's Report: Connie G. pointed out that we are overspent in the area of Building & Grounds #931 (159.78% spent as of 1/18/96) due to the bill from Zimmerman Electric. Barbara will request that the Village office take the payment for this bill from New Equipment #982 since the bill is related to the installation of the new computer equipment. Otherwise, the overall budget is in very good shape with six months left in the budget year.

Report of the Library Director, Barbara Klump:

1. Storage Shelves-installed.
2. Front Porch Cracks-Barbara will contact Al Smith again.
3. Computer Use Time Limit-A sign-up sheet is presently being used with a one hour limit. Next year we will need to consider purchase of another computer.

Report of Committees: None

OLD BUSINESS:

1. New Phones-Pending.
2. Bean Bag Chairs-Pending.
3. Barcoding-Adult Fiction section is completed. The Childrens E books are the next section to be done. Corinne Barger has been helping. The staff is weeding out old books at the same time.
4. Job Descriptions-The position of Head Librarian was reviewed and changes were made. A motion carried to accept the amended job description for Assistant Librarian and the job description of Head Librarian with corrections as printed.
5. Guidelines-Tabled.

NEW BUSINESS:

1. Spielman's-A motion carried to accept the Spielman bid (\$43.05 per application, annual cost of \$129.15), and pay the entire amount by March 31 to

get a 10% discount.

2. **Memorial Book**- It was agreed to purchase a book in memory of Connie O'Brien's father who passed away last month.

3. **Retirement**- It was suggested that a note be sent from the library board acknowledging the retirement of June McKown on January 20.

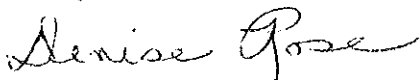
4. **Copy machine**- It was suggested that the copy machine should be cleaned to improve the quality of it's copies. Barbara will check on this.

TABLED UNTIL SPRING:

1. South Driveway and possible handicapped parking spot.
2. Front door planters and grave urn.

The meeting adjourned at 8:42p.m. The next meeting will be February 15, 1996 at 7 p.m.

Respectfully Submitted,



Denise Rose

15 February 1996

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:03 p.m. Connie Graf was absent. Jim Wonacott was present.

Minutes of Previous Meeting: Approved as printed.

Communications: Maxine reported that she sent four notes this month: Andy McClure-thank you for book donation, Mr. & Mrs. David Porter -thank you for contribution, Whitney Kopela-acknowledgment of employment application, June McKown-congratulatory note on retirement.

Treasurer's Report: Pam reported that the budget was on target. Connie G. and Connie O. will serve as the 1996-97 Budget Committee.

Report of Village Administrator/Supt., James Wonacott:

1. Budget Considerations: Jim presented guidelines for preparing the new budget. He requested that we use the same format as last year, have it ready by the next meeting, and provide a "Wish List". Suggested the following considerations to be made:

- a. Plan on 4% increase for expenditures (prioritize non-routine items and indicate which category that they come from).
- b. Plan on 3.5% increase for full-time employees. Pay increase for part-time employees is up to the discretion of the Library Board.
- c. Benefits for full-time employees will be 30% of pay (down from 34%), 15% of pay for part-time employees.

2. Phone System: New bids are presently being taken for a new phone system for the Village offices (Library will be included). This system will update equipment to meet technology needs and will include answering machines. The new system should be installed prior to June 30.

3. Jim requested that he receive a copy of the Library Board minutes each month and the agenda for each meeting.

Report of Library Director, Barbara Klump:

1. **Front Porch Cracks:** Pending
2. **Job Descriptions:** Passed out to staff and to be discussed at next mtg.
3. **Computer Use:** A motion was carried to post a small sign stating "First 5 copies free per use, beyond that the cost will be 10 cents per page". This is to take immediate effect.
4. **Copy Machine Quality:** Machine cleaned and quality seems fine.
5. **Book Trucks:** A motion carried to approve and pay \$370. for the new trucks from Office Supplies #727.

6. Replacement for Joyce Gill-Carried to next meeting.

Report of Committees: None

OLD BUSINESS:

1. **Bean Bag Chairs:** Pending.
2. **Guidelines:** Tabled. Jim Wonacott will provide Board with a copy of the new Village hiring procedures.

NEW BUSINESS:

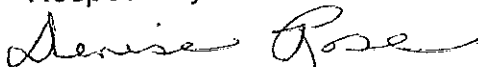
1. **Phone Jack :** Barbara will request that Jim Wonacott add the installation of a phone jack for the auditorium to the new phone system updating.
2. **Handicapped Parking:** Doug will meet with Jim to discuss possible options and guidelines for handicapped parking. He will also check into possible emergency lighting for the auditorium.
3. **Six Month Raise:** Dawn Cooner will receive her pay increase effective March 15 according to Guideline policy.
4. **Storm Windows For Auditorium:** Barbara will contact Henderson's for an estimate for possible storm windows. Dee will contact Johnson Controls for an additional estimate on windows and improved lighting for entrances. The estimate is needed no later than March 15.
5. **Continuing Education:** Doug suggested that we add a new line item to the Budget to provide for additional technology education for the staff. A motion carried to add a new category "Continuing Education" to the 1996/97 Budget in the amount of \$200.
6. **Piano:** Pam will call Jim Gottron to tune the auditorium piano.
7. **Theft:** Barbara reported the theft and destruction of a video tape by a juvenile. The parent and boy will meet with Barbara to discuss the issue. The Village attorney will be notified of the incident. The Board requested that Barbara have another staff member be present with her during the meeting.

WISH LIST FOR 1996/97:

1. Improved lighting for front and side entrances.
2. Storm Windows for auditorium.
3. Handicapped Parking/Driveway Widening.

The meeting adjourned at 9:04 p.m. The next meeting will be March 21, 1996 at 7p.m.

Respectfully Submitted,



Denise Rose

18 March 1996

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:05 p.m. All members were present. Jim Wonacott also was present.

Minutes of Previous Meeting: Approved as printed.

Communications: Maxine reported that she sent thank you notes to the following:

Masters James & Riley Creps-book donation
Mr. & Mrs. Mike Eardly, Mr. & Mrs. Kelley Eardly, Shawn & Candy Eardly,
B.J. Eardly, Mr. & Mrs. Duane Schlimitz-Cash gift in memory of Helen
Abling.
Mr. & Mrs. Don Gentz, Curt Gentz-Cash gift in memory of Helen Abling.
Lucille DeGroff-Donation of Treasure Store, book of poetry.

Treasurer's Report:

Connie Graf reported that the present status of the budget is very good. She presented the Budget Worksheet for 1996/97 and the proposed Employee Raises which was prepared by herself and Connie O'Brien. Discussion, questions and answers followed. Connie G. made several requests concerning possible purchases from this year's budget: 1. That a new computer be purchased to replace the staff computer and that we consider the construction of a new computer table that will meet future needs (need to be thinking of what type of computer we need to purchase, IBM or Mac). 2. We consider the expansion of the present VCR tape storage, possibly with a type of hinged unit (Barbara will contact Lynn Southward). 3. Purchase more Children VCR tapes. Finally, Connie advised that we need to stipulate the exact amount that the Board agrees to give an employee upon their six month employment pay increase as per Guidelines.

Report of Village Administrator/Supt., James Wonacott:

Jim had several questions concerning the proposed budget for 1996/97:

1. Needed dollar figures for items on Wish List. He was advised of the estimated amounts. 2. Were the items prioritized as requested? Yes. 3. Since the Library Savings & C.D. equal \$32,000., could this money be used to pay for some items on the proposed Wish List? The Board has future plans for this money and would rather not have to use this money on the Wish List. If necessary, the Board would make consideration of using this money towards certain items.

Phone Installation: Jim will check into the possibility of the installation of a pay phone in the Auditorium during the update of the Village phone systems in June.

Report of Library Director, Barbara Klump:

1. Bean Bags-Purchased 2 from High-Smith for \$49.75 each.
2. Front Porch Cracks-Pending.
3. Phones-Pending.

4. **Lawn Mowing**-Barbara will check again to see if Jim Watters can once again do the spring clean-up and mowing for the summer months.
5. **Job Descriptions**-Barbara has reviewed with all staff members but Dawn.
6. **Book Sale**-Will be held April 18-20. Board members were asked to sign up to help with the "Bag Sale" on Saturday. The regular monthly Board meeting will still be held on April 18, however, it will be moved to Barbara's office.

Report of Committees: None

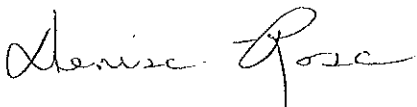
OLD BUSINESS:

1. **Joyce's Replacement:** Barbara will update ad and advertise the 1st of April in the Advance (2x) and the Daily Telegram (2 weekends) for a replacement for Joyce who will be leaving by mid-May. All applications will be due by April 18 to allow the Board to consider applicants for the position at the next meeting.
2. **Guidelines:** Tabled. However, we do need to consider the addition of possible of specific lunch guidelines so they are fair for all employees.
3. **Driveway Approach/Handicapped Parking:** Barbara will ask Al Smith for estimates for the North and South driveways approaches and possible handicapped parking when checking on the front porch cracks. Doug will check on the legal aspects for installing parking. These improvements possibly will be paid for from the "Equipment Repair" funds remaining in this year's budget.
4. **Storm Windows:** The Board desires to check into other options besides the storm windows suggested by Henderdson Glass. Connie G. will contact Dave Goble(Pella Windows), Dee will contact John Waterbury (Marvin Windows), and Barbara will call Anderson and Vicon Windows for estimates for total replacement.
5. **Flood Lights:** A motion carried to replace the south, east & northeast corner lights with one fixture each at approx. \$400. to come out of "Equipment Repair". Pam will contact Bob Zimmerman to replace these fixtures and provide the Board with catalogs of possible light fixtures for the hall and also emergency lights.
6. **Piano Tuning:** Completed.
7. **Theft:** Barbara is still working on this with the parents involved.

NEW BUSINESS:

1. **Chamber of Commerce:** Pam will check with Jim to see if Village belongs.
2. **\$1000 Payment From Blissfield Heating:** Connie G. will request that it be placed into a Cert. of Deposit.
3. **Offices for 1996/97:** Will remain the same as 1995/96.

The meeting adjourned at 9:00p.m. The next meeting will be **April 18, 1996 at 7pm**
Respectfully Submitted,



Denise Rose

18 April 1996

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

Minutes of Previous Meeting: Approved as printed.

Communications: None this month.

Treasurer's Report: Connie Graf reported that the status of the budget was good. Status of the gift money was clarified with it being changed from the General Fund and placed into Savings temporarily until it can be invested into a C.D. Several questions were asked: 1. #931 Bldg. & Ground Maintenance seems unusually high. Billing will need to be adjusted. #2. Has Jim Gottron, piano tuner, been paid? Barbara will check on this. #3. A-V order needs to be made before end of this budget. Barbara will prepare new order. #4. Raise for Mrs. Schoonover-A motion was carried to give Mrs. Schoonover a 50 cent raise per hour effective May 13, 1996 (currently receiving \$5.50 per hour).

Report of Village Administrator, James Wonacott:

Barbara reported for Jim who was absent. The new budget submitted appears to be acceptable with a few minor adjustments. Not finalized yet. Connie Graf will meet with Jim to discuss budget differences.

Raises: Barbara 3 1/2% raise
Susan 3% raise
Part-time OK "more or less"

Wish List: Driveway approaches, Emergency Lights, Auditorium Storms, Inside/Outside Lights approved.

Report of Library Director, Barbara Klump:

1. **Front Porch Cracks**-Pending.
2. **Phones**-Pending. (Pam will check on installation of pay phone in audit.)
3. **Lawn Care**-Jim Watters will not be able to provide lawn maintenance this year. A motion carried to hire Jake Sieser to do lawn and yard maintenance at \$25.00 per cutting to be done Thurs., Friday, or Saturday a.m. as needed for the 1996 season. A fee of \$50.00 will be paid for spring clean-up of the yard.

Report of Committees: None

OLD BUSINESS:

1. **Joyce's Replacement:** Joyce's last day will be May 11. A motion carried to increase Dawn's hours to 20 hours per week effective immediately with the new employee receiving 10 hours of employment per week. New applications were considered with three possible candidates being selected; Vicki Schmucker, Jane Porter, & Jillian Redlinger. Barbara, Maxine and Pam will set up their interviews and make the final decision.

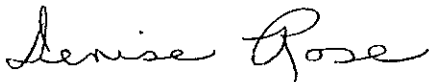
2. **Driveway Approach**-Pending.
3. **Handicapped Parking**-Doug recommended that we designate a spot near the entrance of the Auditorium. Pam will make contact to have the proper line painted and also have the previous parking lines repainted.
4. **Storm Windows**-Estimate from Vicon Supply was presented. More estimates are needed before a final decision can be made. This will be done at May meeting.
5. **Interior/Exterior Lights**-Bob Zimmerman will be contacted again for estimate.
6. **Chamber of Commerce Membership**-Village is member, no need for Library to join.
7. **Carpet Cleaning**-Barbara will schedule following Spring Book Sale.
8. **Guidelines**-Pending. Barbara will present recommendations for lunch and break guidelines for employees next month.
9. **Theft**-Not resolved. Waiting for payment for damaged video (\$19.99). Barbara will write a letter stating that a portion or full payment must be made by the end of the month.

NEW BUSINESS:

1. **Computer**-Barbara will have purchase recommendation for next month.
2. **Video Shelves**- Barbara will contact Lynn Southward for estimate.

The meeting adjourned at 8:55 p.m. The next meeting will be **May 16, 1996 at 7 p.m.**

Respectfully Submitted,



Denise Rose

16 May 1996

The regular meeting of the Library Board was called to order by President Pam VanSchoyck at 7:04 p.m. All members were present.

Minutes of Previous Meeting: Approved as printed.

Communications: Maxine sent employment applications acknowledgements to Ms. Sedona Clark and Ms. Rosella Wells.

Treasurer's Report: Connie Graf presented the Budget Worksheet for 1996-97 and a discussion followed concerning various discrepancies. This was not the final approved budget.

Report of Library Director, Barbara Klump:

1. **Joyce's Replacement:** Unable to find a replacement from applicants. Chanda Filipek will fill vacancy for as long as possible. An ad will be posted concerning the position on the kiosk. Pam suggested that in the future we consider increasing the pay rate for this position to attract more qualified applicants.

2. **Computer Recommendation-**A motion carried to allow Doug and Barbara to investigate and purchase an office computer at the cost of no more than \$2000. by June 20, 1996.

3. **Zimmerman Electric-Pending.** Connie G. will provide Barbara with another name of an electrician to do the work if Zimmerman does not respond soon.

4. **Handicapped Parking-**Pam reported that the Village will handle this when repainting the lines.

5. **Auditorium Replacement Windows-**Pella Windows is putting together several estimates for different options. Still waiting for other options.

6. **Video Shelves-Pending.** Barbara will also ask Lynn if casters can be added to the new council tables to allow for easier moving.

7. **Theft-**Board agreed to allow boy extra time to pay for stolen video since he is making an attempt to pay off his debts to the library.

8. **Guidelines-**Tabled.

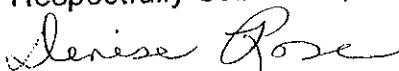
NEW BUSINESS:

1. **Flowers-**Dee will plant cemetery & front planters this weekend.

2. **Fine Free Policy-**A motion carried to allow Board members the same fine free policy as currently allowed for library employees.

The meeting adjourned at 7:55p.m. The next meeting will be **June 20, 1996 at 7pm**

Respectfully Submitted,



Denise Rose

20 June 1996

The regular meeting of the Library Board was called to order by President Pam VanSchoyck at 7:08 p.m. Connie Graf and Maxine Muck were absent.

Minutes of Previous Meeting: Approved as printed.

Communications: A thank you note was read from Joyce Gill on her retirement.

Treasurer's Report: The budget for 1996/97 has been approved. Questions dealing with the new budget will be asked of Connie G. next month. Barbara reported that all the new book and audio-visual money was spent on the old budget.

Report of the Library Director, Barbara Klump:

1. Front Porch Cracks/Driveway Approaches: Barbara will call Al Smith again to confirm that an invoice for the work will be submitted by June 27.

OLD BUSINESS:

1. Zimmerman Electric: Dropped off a catalog with various fixtures for replacement of hallway light. Pam will check on other possible fixtures from Lowe's. Barbara will request that the outdoor lights be installed as soon as possible.

2. Auditorium Replacement Windows: Bids from Pella and Vicon Supply were considered. The Board will meet with representatives from these companies to answer questions and consider various options on July 2 at 10:30a.m. & 11:30a.m. at the library. Consumers Power is offering a possible rebate for energy saving improvements on the building, Barbara will call and see if this project qualifies for a rebate.

3. Video Shelves: No estimate as of 6/20/96.

4. Computer Recommendation: Doug presented his recommendations towards the purchase of a new computer and printer. A motion carried to purchase an Apple Power Mac 7200/75 with Performa Plus 14, Keyboard and Color Display for \$1289. and an Apple Color StyleWriter 2500 for \$366.25 from CDW of Buffalo Grove, Ill to be shipped directly to the library. These are to be purchased from the present budget.

5. Guidelines: Board reviewed Sections I, II & III. Questions concerning these sections will be resolved at the next meeting.

NEW BUSINESS:

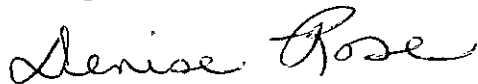
1. Custodian Replacement: A suggestion was made that we possibly hire someone or a cleaning service to complete the "once a year" jobs on the custodial job list in order to lighten the load for one person. Barbara will approach Jona and ask if she would agree to work as custodian if we were to make adjustments to the job list. Several applications have been received for the position.

2. Euonymous Bush: Dead foliage will be trimmed this week.

3. Portable Stage: A motion carried to donate the portable stage to a charitable organization since it is never used. Dee will contact the Blissfield Schools, Senior Citizen Center and Fire Department to see if they would like the donation.

The meeting adjourned at 8:50 p.m. The next meeting will be July 18, 1996 at 7p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Denise Rose". The signature is written in dark ink and is positioned below the phrase "Respectfully Submitted,".

Denise Rose

15 August 1996

The regular meeting of the Library Board was called to order by President Pam VanSchoyck at 7:07 p.m. Maxine Muck and Dee Rose were absent.

Minutes of Previous Meeting: The minutes of the June meeting were approved as printed.

Communications: None this month. A note and gift will be sent to Maxine from the Board.

Treasurer's Report: Connie Graf will find out why the \$2400.00 for insurance was not charged to the 1995-96 budget, and Barb will try to have some of the bills for the electrical work being done now applied to the 1995-96 budget.

Report of the Library Director, Barbara Klump:

1. Front Porch Cracks and Driveway Approach:
Barbara will contact both Al Smith (again) and Slusarski.

Report of Committees: None

OLD BUSINESS

1. Stage: Someone from Blissfield Elementary will be coming for it.
2. Emergency Lights: Have been installed.
3. Hall Light - Pam: A motion carried to have the light fixture with fan that Pam purchased for \$53.09 installed in the hall. Barb will ask the DPW to install the light.
4. Video Shelves: A motion carried to have Lynn Southward build a video shelf unit for no more than \$800.00 on the designated wall.
5. Auditorium Replacement Windows: Jim Robertson from Vicon and Jim Wonacott will be invited to attend our next regular meeting to discuss the window replacement further. We will not plan to have the job done until the spring of 1997.
6. Guidelines: Tabled

NEW BUSINESS

1. Computer Desk: Tabled

The meeting adjourned at 8:20 p.m. The next meeting will be September 19, 1996 at 7:00 p.m.

Respectfully submitted,

Connie O'Brien

19 September 1996

The regular meeting of the Library Board was called to order by President Pam VanSchoyck at 7:00 p.m. Maxine Muck and Connie Graf were absent. Jim Wonacott and Jim Robertson from Vicon Supply were present.

Minutes of Previous Meeting: The minutes of the August meeting were approved as printed.

Communications: During Maxine's absence, Barbara Klump and Dee Rose will send out acknowledgments. Connie O'Brien will pick up the notecards from Maxine.

Treasurer's Report: None.

Report of Library Director, Barbara Klump:

1. **Front Porch Cracks & Driveway Approaches:** Al Smith submitted an estimate of \$980. for each approach. No bid was received from Shusarski. A motion carried to have the driveway approaches repaired as soon as possible using the lowest bid. Barbara will handle this.

Report of Committees: None

Presentation on Auditorium Replacement Windows:

Jim Robertson from Vicon Supply reviewed his plans and estimates for the replacement and installation of the new auditorium windows. Three options were presented: Wausau Metals, Marvin Windows, and Storefront Window Glass. A motion carried to accept the proposal from Vicon Supply using Storefront Window with tinted glass pending a firm bid (estimated at approx. \$5,000.) and according to the suggestions made by Vicon concerning the installation. The window will have a clear anodized finish for both the inside and outside trim. Installation will be as soon as possible.

OLD BUSINESS:

1. **Stage:** Blissfield Elementary will take the stage. Dee will contact the school to make arrangements to have it moved immediately.
2. **Hall Light:** DPW installed the new light.
3. **Video Shelves:** Pending.
4. **Computer Desk:** It was decided that Barbara was able to make room for the new computer using an available table and that two new book trucks are needed instead to hold materials. A motion carried to purchase two new book trucks to be ordered by Barbara and applying the purchase to "New Equipment".
5. **Guidelines:** Tabled.

NEW BUSINESS:

1. **Painting:** Barbara will contact the DPW to paint the back door, storage doors and posts white.

The meeting adjourned at 8:31 p.m. The next meeting will be October 17, 1996 at 7 p.m.

Respectfully submitted,

Denise Rose

17 October 1996

The regular meeting of the Library Board was called to order by President Pam VanSchoyck at 7:04 p.m. Maxine Muck was absent.

Minutes of Previous Meeting: The minutes of the September meeting were approved as printed.

Communications: Barbara has brought all acknowledgments up to date. Dee will take over during Maxine's absence.

Treasurer's Report: Connie Graf will find out why the \$2400.00 for the insurance was not charged to the 1995-96 budget. Status of the budget appears to be good.

Report of Library Director, Barbara Klump:

1. **Front Porch Cracks & Driveway Approaches:** Pending. Pam will contact Jim Wonacott concerning delays.

Report of Committees: None

OLD BUSINESS:

1. **Stage:** Dee will contact Deerfield Schools to see if they would like the stage.
2. **Video Shelves:** Lynn Southward measured & will have an estimate for next meeting.
3. **Window Replacement:** A motion carried to reject the Vicon Supply proposal that was submitted last month. A motion carried to accept the proposal from Interstate Commercial Glass and Door to replace the auditorium window as printed at a total price of \$4,130.00 for materials and labor, pending satisfactory information on guarantee. Pam will contact John Waterbury about the guarantee and then call Don Erickson from Interstate.
4. **Guidelines:** Reviewed through Section V.
5. **Six Month Raise:** Chanda Filipek will be due for a raise beginning October 29 (from \$5.00 to \$5.50 per hour, her 6 month hire date-April 29, 1996).
6. **Internet:** Barbara will check with Karen Lindquist about possibilities for library.

NEW BUSINESS:

1. **None.**

The meeting adjourned at 8:24 p.m. The next meeting will be November 21, 1996 at 7 p.m.

Respectfully submitted,

Denise Rose

21 November, 1996

The regular meeting of the Library Board was called to order by President Pam VanSchoyck at 7:07 p.m.
Maxine Muck and Doug Winkler were absent.

Minutes of Previous Meeting: The minutes of the October meeting were approved as printed.

Communications: Dee reported that acknowledgments were sent this month to Susan DeGroff, Mr. and Mrs. James Silberhorn, and Sally Hagenbuch.

Treasurer's Report: Connie Graf reported that all the status of the budget is fine. She did check into why the \$2400.00 for insurance was charged to the 1995-96 budget and was informed not to be concerned that it has been paid.

Report of Library Director, Barbara Klump:

1. Automation: New system is going well, the barcoding is continuing. The purchase of a receipt printer (\$492.) and its use was discussed. The Board will consider a possible purchase of one on next year's budget.

Report of Committees: None.

VERY OLD BUSINESS:

1. **Portable Stage:** Deerfield School gratefully accepted and picked up on 10/24/96.
2. **Driveway Approaches:** Work completed on both approaches.
3. **Window Replacement:** Work completed with warranty in writing.

OLD BUSINESS:

1. **Porch Cracks:** Barbara will check with Al Smith. Table further action until spring.
2. **Video Shelves:** A motion carried to accept Lynn Southward's proposal of \$990. with a deposit of \$495. With the job to begin in Feb. of 1997. This purchase will be taken from Audio-Visual Supplies (#962).
3. **Guidelines:** Tabled.
4. **Internet:** Karen Lindquist is checking into possibilities for library patron use.

NEW BUSINESS:

1. **Food for Fines:** The annual program will run from 11/11 until 12/30 with all food collected to go to K of C and Associated Charities. A motion carried that the 50% off on fines will be discontinued as of January 1, 1997.
2. **Petitions:** Pam circulated petitions for Dee and Connie Graf. They agreed to run for election for another 3 year term.

The meeting adjourned at 7:50p.m. It was agreed that we would not meet in December. The next meeting will be *Thursday, January 16, 1997* at 7p.m. Happy Holidays!

Respectfully Submitted,

Denise Rose