

16 January, 1997

The regular meeting of the Library Board was called to order by President Pam VanSchoyck at 7:04 p.m. Connie O'Brien was absent.

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

Communications: Dee sent a total of 24 thank you acknowledgments this past month. The majority were memorial donations in memory of Maxine Muck who passed away Dec. 24, 1996.

Treasurer's Report: Connie Graf presented the budget reports for November and December. One half of the budget year has been completed with 50.40% of the budget unexpended.

Report of Library Director, Barbara Klump:

1. **Snow Shoveling on weekends:** Connie G. was able to contact Doug Saxton and arrange for him to do shoveling when the D.P.W. is unavailable. He will be paid \$5.00 a time or \$5.00 per hour as determined by the amount of snow to be removed.
2. **Food For Fines:** Following the annual "Food for Fines" drive, any leftover donations will be donated to the Presbyterian Church food pantry to be distributed within the Blissfield community.

Report of Committees: None

OLD BUSINESS:

1. **Video Shelves:** Pending.
2. **Internet:** Doug will check with Cassnet to see if the library would qualify for a public access hookup. Connie G. will contact Doug Case to check if the library could be connected to the school access.

3. **Guidelines:** Tabled until Feb. (to begin on p.11 of Village Guidelines & also review sample policies for Meals/Breaks).

NEW BUSINESS:

1. **Memorial for Maxine Muck:** Barbara will contact Maxine's family to see if they have any suggestions as to how they wish the Board to spend the donations given in her memory(approx.\$455.). The Board made possible suggestions of a memorial of artwork, a rose garden, a garden bench, books, or a statue to be placed in the flower beds which she planted. A decision will be made at a later meeting.
2. **Board Member Replacement:** Pam will contact suggested members of the community as a replacement for Maxine to finish the last year of her term. Names suggested were: Elsa Klenk, Sharon Sauter, Sandy ~~Kreps~~, Diane Tagsold, and Becky Seiser.

Creps

The meeting adjourned at 8:15 p.m. The next meeting will be Thursday, February 20,1997 at 7 p.m.

Respectfully submitted,

Denise Rose

20 February 1997 .

The regular meeting of the Library Board was called to order by President Pam VanSchoyck at 7:05 p.m. Dee Rose was absent. Jim Wonacott and Elsa Klenk were present.

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

Treasurer's Report: Connie Graf reported that the January budget report looked fine.

Jim Wonacott addressed the Board about the budget preparations for 1997-98. Jim expects the proposed budgets to indicate a 2.5% increase in expenditures with a 3.5% increase in salaries. He would like the proposed budget to be ready by the March Board meeting. He also asked for a budget for the Trust Fund if we planned to spend any of that money. The proposed budget is to include a prioritized "Project List" (formerly called a "Wish List").

Communications: Doug has agreed to handle this job.

Report of Library Director, Barbara Klump:

1. **Water in Auditorium:** No action will be taken at this time since there has been no more water noticed on the floor near the new windows.

Report of Committees: None

OLD BUSINESS

1. **Video Shelves:** Lynn is expected to begin work in the near future.
2. **Internet:** Pam distributed copies of related material . The matter will continue to be investigated.
3. **Board Replacement:** Elsa Klenk will be formally appointed after the March election.
4. **Memorial for Maxine:** Elsa will inquire about the cost of a garden bench she has seen at a private residence in town, and bring rose catalogues to the next meeting.
5. **Guidelines - Breaks and Lunches:** A motion carried to adopt the revised "Lunches and Breaktimes" as policy. Barbara will distribute the corrected copies at the next meeting. This policy will be added to the Guidelines when appropriate.

NEW BUSINESS

1. **Lawn Care Estimates:** A motion carried to accept Spielman's Lawn Care Proposal.
2. **Project List (formerly known as Wish List):** The Board members were asked to bring suggestions to the next meeting.

The meeting adjourned at 8:42 p.m. The next meeting will be Thursday, March 20, 1997 at 7 p.m.

Respectfully submitted,

Connie O'Brien

20 March 1997

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: The minutes of the February meeting were approved as printed.

Communications: Doug reported that there were none this month.

Treasurer's Report: Connie Graf presented the budget report for February. A question concerning why we had exceeded the budgeted amount for #943 Equipment Rental was raised. Connie will check on this.

Report of Library Director, Barbara Klump:

1. **Book Sale:** The book sale will be held April 17, 18 and 19. Barbara would appreciate any help that the Board members could give, especially on Saturday.
2. **Custodian Resignation:** Cathy Hough has given notice of her resignation due to a move to Hudson. She will be leaving as soon as a replacement can be found. Applications for her replacement were considered. A motion carried to authorize Barbara to fill the custodial position using previous applications and if not, she will advertise for the position.
3. **Tornado & Fire Procedures:** Barbara reported that guidelines need to be developed for the staff to follow in case of a tornado or fire. She will present possible guidelines at the April meeting.
4. **Window Cleaning:** Barbara will contact Service Master for possible cost of cleaning the windows.

Report of Committees:

Budget Committee: The Board's "Connie accountants" presented the Budget worksheet for 1997/98. After discussion, it was decided to have Connie G. ask Jim Wonacott for possible suggestions on areas of reduction. A motion carried that as of April 1, 1997 the proposed raises for Lindsey Ruhl (\$4.75 to \$5.00), Dawn Cooner (\$5.75 to \$6.00), & Chanda Filipek (\$5.50 to \$5.75) will take effect.

OLD BUSINESS:

1. **Video Shelves:** Pending.
2. **Internet:** Doug will continue to investigate on various possibilities.
3. **Guidelines:** Tabled.
4. **Board Appointment:** Elsa will be appointed by the council at their next meeting.
5. **Memorial for Maxine:** Elsa presented information concerning the purchase of a garden bench as a memorial for Maxine. A motion carried to purchase a garden bench ("Lexington"-approx. cost of \$123.) from Anderson's using gift money. Connie G. will make the purchase and pick it up. Dee will check prices on the cost of purchasing a cement slab to place under it and also the cost for an urn for cigarettes to be placed outside the auditorium doors.
6. **Project List:** Various needs were discussed for the upcoming year. A computer, replacement windows for the north side, and additional landscaping were decided to be top priorities.

NEW BUSINESS:

1. Officers for 1997/98:

President:	Pam VanSchoyck
Vice President:	Connie O'Brien
Treasurer:	Connie Graf
Secretary:	Denise Rose
Corres. Secretary:	Doug Winkler
Member at Large:	Elsa Klenk

The meeting adjourned at 8:40 p.m. The next meeting will be Thursday, April 17, 1997 at 7 p.m.

Respectfully submitted,

Denise Rose

17 April 1997

The regular meeting of the Library Board was called to order by President Pam VanSchoyck at 7:06 p.m. All members were present.

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

Communications: Doug reported that there were none this month.

Treasurer's Report: Connie Graf presented the budget report for March, we are "right on track". The question concerning #943 Equipment Rental was answered concerning the previous month's budget, it was correct as printed. Peggy Nieman has requested that she be allowed to take money from the savings and invest it into a 30 day CD-request granted.

Report of Library Director, Barbara Klump:

1. **Book Sale:** The book sale is currently running and is going well.

Report of Committees:

Budget: Connie & Connie-pending.

OLD BUSINESS:

1. **Video Shelves:** "Shelved" until June.
2. **Internet:** Karen Lindquist has applied for a possible County grant which would allow us to purchase a whole station: computer, software, modem, printer, and up to \$1,000 for a phone line to cover the cost for the first year. After that, we would have to pick up the monthly expense of the phone line. No further action will be taken until we receive word about the grant.
3. **Guidelines:** Tabled.
4. **Board Appointment:** Elsa was appointed by the council and has been officially sworn in.

5. **Memorial for Maxine:** A memorial bench was purchased by Connie G. at the sale price of \$99. from Andersons. A motion carried to have Dee order a cement slab with an attached hook to place the bench upon from Precast Concrete at the cost of \$53.12, plus a \$20.00 delivery charge, and also, to purchase a cement urn at the cost of \$30.00 to be used as a cigarette disposal container.
6. **Project List:** The addition to the project list of a purchase of a new printer & scanner will be put on hold until we hear about a possible grant.
7. **Weather Emergency Guidelines:** Barbara is still checking with other libraries and Karen Lindquist about possible guidelines.
8. **Window Cleaning Estimate:** No estimate from Servicemaster.
9. **Custodial Replacement:** Various applications were considered. A motion carried to hire John Abbott at \$7.00 per hour as custodian for the library.

NEW BUSINESS:

1. **Front Garden Area:** The small shrub next to the entrance needs to be replaced and more mulch added to the area. Pam will contact Risch's.
2. **Front Entrance Doors:** Barbara reported a problem with the doors and the need for some adjustments. She will contact Henderson Glass who made the adjustments last time. Also, she will request an estimate for new locks for the inside entrance doors.

The meeting adjourned at 8:34 p.m. The next meeting will be Thursday, May 15, 1997 at 7 p.m.

Respectfully submitted,

Denise Rose

15 May 1997

An unofficial meeting of the Library Board was called to order by President Pam VanSchoyck at 7:12 p.m. Elsa Klenk, Dee Rose and Doug Winkler were absent.

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

Communications: Tabled

Treasurer's Report: Connie Graf will check to see why the amount reported in the March financial report for our Certificate of Deposit (\$31,286.08) increased to \$38,389.73 in the April report.

OLD BUSINESS

1. **Video Shelves:** Lynn Southward will start in June.
2. **Internet- County Grant:** Tabled
3. **Memorial Bench:** The bench is in place, and Pre-Cast Concrete's cost will be paid from the Gift money. Connie Graf will take care of getting a plate for the bench.
4. **Window Cleaning Estimate:** The ServiceMaster estimate was \$180.00. Tabled because of lack of quorum.
5. **Weather Emergency Guidelines:** Tabled. (Pam will speak to Frank Riley).
6. **Custodian:** Barbara will call John Abbott.
7. **Door Adjustment and Estimate for Locks for Inner Door:** No estimate yet. Barb will contact Maple City Glass.
8. **Landscaping:** Tom Risch suggested replacing the sick-looking evergreen next to the front door with something other than another evergreen.

NEW BUSINESS

1. **Water Fountain Leak:** Randy Sweeney from Blissfield Heating is repairing the leak.
2. **Grave Decorations:** Pam will ask Dee to take care of decorating the graves.
3. **Gift in Memory of Dee's Mother:** Pam will ask Dee to choose a book to be donated to the library from the Board in memory of her mother.

The meeting adjourned at 7:28 p.m. The next meeting will be Thursday, June 19, 1997 at 7:00 p.m.

Respectfully submitted,

Connie O'Brien

19 June 1997

The regular meeting of the Library Board was called to order by President Pam VanSchoyck at 7:09 p.m. Connie Graf was absent.

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

Communications: Doug reported that thank you notes for donations were sent to Ruth Schneider and the family of Rose Ondrovick.

Treasurer's Report: The budget was reviewed and it was found to be in good shape with 13% left to be expended. A motion carried to replace the windows in Barbara's office, workroom, magazine room, and the long window in the children's section to match the new windows on the south side from Interstate Commercial Glass & Door. The President will contact the company and use her judgment in ordering the windows, not to exceed \$6,000.

Report of Library Director, Barbara Klump: Included in Old Business.

Report of Committees:

Budget: Connie & Connie-pending. Jim Wonacott will be present at the July meeting to discuss the new budget.

OLD BUSINESS:

1. **Video Shelves:** To be finished this month.
2. **Internet:** Pending.
3. **Memorial Bench:** Connie G. will take care of the plate. Dee will add a coat of varnish prior to installing the plate.
4. **Window Cleaning:** Tabled until John Abbott begins employment.
5. **Weather Emergency Guidelines:** Village attorney, Frank Riley, was contacted and he recommends that the Board **not** adopt a policy, just continue to use good judgment. The Board agreed with his recommendation.

LIBRARY DIRECTOR'S REPORT

6/14/97

KIWANIS: We have a request from the local Kiwanians for the Board to consider a reduced rental fee. They are looking for a new location for their weekly breakfast meeting. Their meetings last approximately one and a half to two hours and are catered. Did we reduce the fee for the Rotarians when they were meeting here? Kiwanians need to know as soon as possible.

BILLS: I turned in bills to the Village Office for the following:

#957 Books, etc. Baker & Taylor	\$735.92
#727 Office Supplies UCT Business & Brodart	322.67
#740 Tools & Supplies City Dust Control	12.00
#931 Bldg. & Grds. Maint. Maple City Glass & Jake Seiser	185.00
#933 Maintenance Agreements UCT Business Equipment In.	93.95
#962 Audio Visual Southward Custom Wood Products	495.00

AUTOMATED COMPUTER SYSTEM CRASH: Sandi called me first thing Monday, 5/19, to let me know that the whole system was down (problem at Gaylord); we were limited in what we could do on the computer, but we could check out material so we didn't have to close. Everything was up and running the 20th.

FRONT DOORS: I called Maple City Glass 5/16 and they have worked on the doors and have installed a lock on the inner set of glass doors. The repairman warned me that there is not much more they can do with the outer set of doors. We may have to consider replacement if we continue to have problems.

LANDSCAPING AND LAWN CARE: Risch's have planted a new shrub in the corner by the holly. We are watering it faithfully. Jake has been mowing twice a week to keep up with the healthy grass.

MEMORIAL BENCH: Jann stopped in; she had noticed the bench and she was very pleased with your choice of style. She mentioned that her dad would probably help with roses if the Board decides to plant some as part of the memorial.

17 July 1997

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

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

Communications: No report. A note of appreciation was read from Dee Rose thanking the Board members for the gift in memory of her mother.

Treasurer's Report: The monthly report was not available.

Report of Village Administrator, James Wonacott: **Budget:** Jim reported that the library's requested 1997/98 budget of \$112,207. was approved with a few minor cuts (utilities) at \$110,611. The hourly wages and salaries were accepted as presented. **Guidelines:** Jim would like the library board to entertain the possibility of joining and using the Village guidelines. He feels that it would provide consistency in areas of hiring procedures, wage scales etc. The Board will consider the possibility at a meeting in the near future.

Air Conditioning: A request was made by Jim to have air conditioning checked since it does not appear to be cooling the auditorium properly.

Report of Library Director, Barbara Klump: Included in Old Business.

Report of Committees: None.

OLD BUSINESS:

1. **Video Shelves:** Waiting to hear from Lynn Southward. Barbara will move card catalogue and other items to make room for shelves.
2. **Internet:** Pending.
3. **Memorial Bench:** Has been varnished, plate pending.
4. **Window Cleaning:** Tabled until John Abbott begins employment.
5. **New Windows:** Pam reported that they have been installed at the cost of \$4325. She was very pleased with Interstate Glass and recommends that we continue to use them for further replacements. The magazine room curtains have been eliminated. Dee will attain an estimate for possible vertical shades for the work room and Barbara's office.

6. **Adult Aide:** Chanda has accepted a new position and given notice that her last day will be July 26. We will now have to hire two new aides. Pam, Barbara, and Elsa will interview applicants as soon as possible.
7. **Meal & Break Times:** The corrected copy was distributed.

NEW BUSINESS:

1. **Storm Sewer Drain:** Barbara will contact DPW to repair the asphalt surrounding the drain cover.

The meeting adjourned at 8:15 p.m. The next meeting will be Thursday, August 17, 1997 at 7 p.m. Due to Pam's absence in August, please contact Connie O'Brien if you are not able to attend.

Respectfully submitted,

Denise Rose

LIBRARY DIRECTOR'S REPORT

7/11/97

AUDITORIUM RENTAL FEE: I called Shirley LaFollette (Kiwanis) and Alice Petee about the \$5.00/per hour fee. The Kiwanians are meeting at the Senior Center, but Shirley said they will certainly keep the library in mind if they decide to make another change.

BARCODING: I am actually in the 900's of the adult nonfiction; I hope I can report next month that I am done with books! Then on to videos and miscellaneous items.

CUSTODIAL: July 5th was Rosie's last day; John Abbott started Monday, July 7th. He is working early morning for 1-2 hours until he is done with the job at the water plant.

INTERNET: No word yet from Karen about the grant.

STAFF: Chanda decided to take the adult aid position with the increase in pay. She is working 20 hours each week, including 2 evenings. We have one more application besides the one from Elizabeth McCabe.

VIDEO SHELVES: I need to make changes to make room for the shelves; I expect a call from Lynn Southward any day letting me know that he has them finished. I would like to take the card catalogue out of the main library, move the Woodlands computer to that spot, move the Macintosh Performa to the location behind the copier, and I need to find a place for the file cabinet.

DON'T FORGET THE NEXT MEETING: THURSDAY, AUGUST 21, AT 7 P.M.

21 August 1997

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

Minutes of Previous Meeting: Approved with the following correction to be made under Jim Wonacott's report concerning the newly approved budget: Six months through the coming budget year, Jim stated that he would correct the budget figures to reflect the correct wages for the two full time library employees.

Communications: Doug reported that two acknowledgment notes were sent to job applicants (Kathy Eisenmann & Ruth Brown).

Treasurer's Report: Connie Graf sent in the June report. Peggy did not have the report for July. The budget year for 1996/97 looked very good upon its completion- over budget by only 84 hundredths or \$899.81.

Report of Library Director, Barbara Klump: Included in Old Business.

Report of Committees: None

OLD BUSINESS:

1. **Video Shelves:** Not installed yet.
2. **Internet Grant:** County grant awarded from Library of Michigan to be presented in September.
3. **Memorial Bench Plate:** Due to vandalism the plate will not be installed at the present time. Barbara will file a police report. Elsa will check on a possible warranty or replacement leg from Anderson's.

NEW BUSINESS:

1. **"Reader Friendly" Area:** It was suggested that the Board consider creating such an area in the future (couch, rocker, easy chair etc.) and possibly adding to our "Wish List".

2. **Summer Reading Program:** 176 children successfully completed the program. 121 attended the parties and enjoyed games, a video and refreshments.
3. **Volunteer Position:** Barbara asked the Board to consider initiating a possible volunteer position to help in the library a few hours a week which could develop into a possible paid position. It would have to be on a select basis and be used to help fill staff positions during emergency times. The Board agreed to consider the idea at a later date.

The meeting adjourned at 8:30 p.m. The next meeting will be Thursday, September 18, 1997.

Respectfully submitted,

Denise Rose

18 September 1997

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:01p.m. Doug Winkler was absent.

Minutes of Previous Meeting: Approved as printed.

Communications: None.

Treasurer's Report: Not available.

Report of Library Director, Barbara Klump: Included in Old Business.

Report of Committees: None

OLD BUSINESS:

1. **Video Shelves:** Not installed yet. *Track down Lynn.*
2. **Internet Grant:** New phone line will be needed. Barbara will check with Karen Linquist to see if the grant will cover the cost to have a line installed or if we are responsible.
3. **Memorial Bench Plate:** Elsa contacted Anderson's and they will replace the bench. It is presently in their warehouse; Connie G. will make arrangements to pick it up.
4. **Vertical Blinds for Office & Workroom:** Dee ordered them 9/3/97 from Lowe's. She will pick them up when they are in.
5. **Guidelines:** The Board members will look over and compare the Village Guidelines with the Library Guidelines. A decision will be made at the next meeting as to whether or not we will adopt them.
6. **"Reader Friendly" Area:** Agreed to add to Library "Wish List".
7. **Employee Concern:** Barbara is making up a new job description to present to Lindsey Ruhl. Barbara will allow her one month to improve her work standards.
8. **Volunteer Position:** Barbara is still considering how this will work and if it will be feasible. A motion carried to keep the idea open for the possible use of a volunteer at Barbara's discretion at a future time.

NEW BUSINESS:

1. **Paint in Workroom:** The workroom needs to be painted prior to the installation of the new vertical blinds. Barbara will ask John Abbott if he would be interested in doing the job.
2. **New Employees & Raise:** A motion carried to grant a fifty cent pay increase to the two new library clerks after three months of employment instead of the usual six month waiting period effective October 31, 1997.
3. **Water Fountain:** Due to a leakage problem, Barbara will contact Randy Sweeney, Larry Frye, and Larry Pixley for estimates on a replacement fountain. The Board will make a decision on the purchase of a replacement fountain next month.
4. **Book Sale:** Clinton Township is requesting a donation at their annual book sale rather than setting a price. Barbara contact them after their sale to see how they did and whether we would like to change to a donation also. *Call them 1.*

The meeting adjourned at 8:14 p.m. The next meeting will be Thursday, October 16, 1997.

Respectfully submitted,

Denise Rose

*Ask Karen if Hg. has a
user policy for Internet*

16 October 1997

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

Minutes of Previous Meeting: Approved as printed.

Communications: None.

Treasurer's Report: Connie G. presented the July budget. She questioned #931 Building & Grounds which is 340% expended. The new windows were apparently taken from this but should have been taken from last year's budget, not the new budget year. Jim Wonacott will check into this.

Report of Library Director, Barbara Klump:

1. Internet Connection: Waiting on information from Library of Michigan and details of the grant.

Report of Committees: None

OLD BUSINESS:

1. **Video Shelves:** In progress.
2. **Memorial Bench & Plate:** Ken Graf returned the damaged bench to Anderson's. A replacement bench was ordered and is ready for Connie to pick up as soon as possible.
3. **Workroom Painting & Blind Installation:** Ron Rose delivered the blinds to the library on 9/20/27. John Abbott will paint the room during November and he will install the blinds.
4. **Lindsey Evaluation:** Barbara has not been able to meet with her and will set a time to talk with her next week.
5. **Water Fountain Replacement:** Waiting for bids from Larry Frye, Larry Pixley, and Blissfield Heating & Plumbing. Board will review them at the November meeting.
6. **Clinton Book Sale:** Barbara will check on how their fall sale went using a donation system and will report next month.

7. **Guidelines:** Discussion over the pros and cons of combining with the Village Guidelines. A motion carried that the library not combine their guidelines with the Village guidelines.

NEW BUSINESS:

1. **New Employees & Raise:** Connie G. suggested that it would be easier for accounting purposes to begin the new pay raise on October 27 at the start of the new pay period, rather than on October 31. Board agreed, Connie will notify Laura.
2. **Internet Users Policy:** Library needs to formulate a policy for internet users before internet is installed for public use.
3. **Lawn Care Job Description:** Barbara presented a detailed job description dealing with the care of the lawn. A motion carried to accept the job description with the revisions suggested.
4. **Snow Removal:** Connie G. will contact Doug Saxton to see if he would be interested in cleaning the snow from the walks as he did last winter.

The meeting adjourned at 7:50 p.m. The Board then spent time reviewing and revising the Library Employee Guidelines. The next meeting will be Thursday, November 20, 1997

Respectfully submitted,

Denise Rose

20 November 1997

*for Connie D.,
ch & see if we have
R.I.S.D. guide to Ireland.*

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

Minutes of Previous Meeting: Approved as printed.

Communications: None.

Treasurer's Report: Connie G. presented the August and September budgets. Jim Wonacott stated that this year's budget will be amended to include the cost of the new windows installed in June.

Report of Library Director, Barbara Klump:

1. Internet Connection: Barbara will contact the phone co. to have a new phone line installed in preparation for the Internet connection.

Report of Committees: None

OLD BUSINESS:

1. **Video Shelves:** Southward has scheduled a late Jan. installation.
2. **Memorial Bench & Plate:** Due to problems with the pickup of the new bench from Anderson's, the store delivered the new bench to the Graf's home. It will need to be put together and varnished prior to next spring. Connie will order a memorial plate.
3. **Clinton Book Sale:** The Board agreed to continue to handle the annual book sale with set prices, no donations as the Clinton Book Sale had tried.
4. **Lindsey Evaluation:** The staff has not seen much improvement with Lindsey's job performance despite suggestions. A motion carried that the employment of Lindsey Ruhl be terminated upon notification by the library director at her discretion. Nancy is willing to pick up 5-6 more hours per week. Next summer the board will hire one student to fill the position.

5. **Snow Removal:** Doug Saxton will not be able to clean the walks this winter. Dee Rose will ask her son, Jamie, if he would be interested in the position.
6. **Water Fountain Replacement:** No estimates were received from the three plumbers contacted. Barbara will check with Mark Strahan to see if the D.P.W. could possibly order and install a new fountain. If not, other plumbers will be contacted.
7. **Guidelines:** Sections VI & VII were reviewed. A motion carried to close the library the Friday following Thanksgiving 1998, it will be a paid holiday for *full-time* all employees. The Board will then review the Thanksgiving holiday policy following this trial run to determine if it will continue in future years.

NEW BUSINESS:

1. **Petitions:** Petitions have been circulated for three incumbents. Pam Van Schoyck & Connie O'Brien are seeking 3 year terms. Elsa Klenk is filling the remaining 2 year term left upon the death of Maxine Muck.

2. **Memorial Book:** The Board expressed their sympathy to Barbara upon the death of her sister and requested that she select a book in her memory to be given as a memorial.

The meeting adjourned at 8:12 p.m. Due to Christmas Programs scheduled for Dec. 18, two Board members will not be able to attend the next meeting. If you are unable to attend this meeting, please notify Pam so that the meeting can be canceled due to a lack of a quorum. The next meeting will be Thursday, December 18, 1997 at 7 p.m.

Respectfully submitted,

Denise Rose

Mailed to Board members & Jim. W. 11-25 (outside box)

18 December 1997

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:12 p.m. Connie Graf and Dee Rose were absent.

Minutes of Previous Meeting: The minutes of the November, 1997 were approved with the following correction: OLD BUSINESS, #7 Guidelines should read, "Sections VI & VII were reviewed. A motion carried to close the library the Friday following Thanksgiving 1998, it will be a paid holiday for full-time employees."

Communications: Doug will send cards to Carol Goff and Cynthia Walker.

Treasurer's Report: Budget spending is a little below where we should be at this time of the fiscal year. Barb indicated that she would be spending from the "audio-visual" and "new equipment" areas with the Internet.

Report of Library Director, Barbara Klump:

1. **Internet Connection and Desk** - Barbara estimated it would be another month before the Internet connection is up and running. A spare table will temporarily be used when the computer arrives, and a decision about what kind of permanent desk we need will be made at a later date.

Sandy will send us copies of their policy regarding sign-up and time limits. Barb will ask Karen and Sandy what they use as an "acceptable use policy." Pam will contact the Monroe County Library and Connie O'Brien will talk to Frank Riley about "acceptable use policies."

OLD BUSINESS

1. **Video Shelves:** Due January 1998. Pam will call Lynn Southward if the shelves are not ready the week before our January meeting.
2. **Memorial Bench Plate:** Connie Graf
3. **Jamie Rose - Snow Shoveler:** Jamie' has his Work Permit and has been instructed about which walks to shovel.
4. **Water Fountain Replacement:** A motion carried to have Mark Strahan purchase the \$420.00 water fountain with front push bar and install it for (approximately) \$100.00. Barb will ask Mark for the new water fountain's dimensions in case any alterations need to be made to the existing site.
5. **Guidelines:** Tabled
6. **Painting of Walls in Work Room:** Done and blinds have been hung.
7. **Front Doors:** Pam will call Interstate Glass about replacing the current front doors and possibly the inside doors. Barb will call Henderson Glass and Maple City Glass since they have both looked at the doors before.

NEW BUSINESS

1. **Gift Books in Maxine's Memory:** Barb will arrange to meet with Jann Battersby to work on choosing books.
2. **Carol Goff's Birthday:** Doug will send a birthday card for Carol's December 23rd birthday.

The meeting adjourned at 8:00 p.m. The next meeting will be Thursday, January 15, 1998 at 7:00 p.m.

Respectfully submitted,

Connie O'Brien