

15 January 1998

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

Minutes of Previous Meeting: Approved as printed.

Communications: None.

Treasurer's Report: Connie G. presented the November budget. She will check with village office to see why the reports are running a month behind.

Report of Library Director, Barbara Klump:

1. **Internet Connection & Desk:** Additional phone line has been installed. Equipment will be installed as soon as some problems with it are solved. Spare table will be used to hold equipment until staff can determine at a later date what type of desk would best meet their needs. Internet will not be available for public use until the staff becomes more familiar with Internet use. Only village employees will be allowed to use it until the staff is trained.
2. **Towel Dispenser:** A motion passed to continue the use of cloth towels in the public restrooms at this time.
3. **J. Abbott Lawn Offer:** A motion passed to hire John Abbott for the lawn mowing at the cost of \$20.00 per cutting as necessary which includes all weeding and trimming.

Report of Committees: None

OLD BUSINESS:

1. **Video Shelves:** Pam reported that Southward has indicated that the library shelves are his next scheduled job.
2. **Memorial Bench & Plate:** Barbara will ask John Abbott to assemble bench and varnish it. The plate will be installed upon completion.

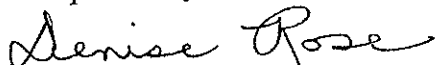
3. **Front Doors:** Maple City Glass submitted a bid of \$1,934.00 to replace doors. No was bid received from Henderson Glass. Interstate Glass submitted a bid to repair the existing doors at a cost of approximately \$500. A motion passed to hire Interstate Glass to repair the front doors not to exceed the cost of \$600.00 and upon receiving a firm bid and installation time. In the future, when the doors are totally replaced they will have to be made handicapped accessible which may involve redesigning the front entrance.
4. **Acceptable Internet Use Policies:** The board reviewed and discussed various sample policies. Barbara will check to see if Lenawee County Library has formulated a policy. The board will review samples of policies and consider developing a possible policy for our library use at the next meeting.
5. **Guidelines:** Tabled.

NEW BUSINESS:

None

The meeting adjourned at 8:23 p.m. The next meeting will be Thursday, February 19, 1998 at 7 p.m.

Respectfully submitted,



Denise Rose

19 February 1998

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 7:02 p.m. Connie Graf was absent. Guests were Jim Wonacott and Ken Nichols.

Minutes of Previous Meeting: Approved as printed.

Communications: None.

Treasurer's Report: Budget updates for December and January were presented and reviewed. Jim Wonacott reported that the present budget had been amended for the windows but not for the librarian wages. He stated that the wages would be amended at a later date. He presented possible budget guidelines to aid with the formulation of the new budget. He would like the proposed budget to be ready to be presented at March Board meeting. Connie Graf and Connie O'Brien will once again prepare the new budget. The following project list was developed and prioritized to be used in planning the 1998/99 budget:

1. Replacement of the upper windows in Children's section.
2. Hiring of a library interior consultant to make a space assessment for future renovations/reader friendly area.
3. Landscaping of the north side.
4. A new emergency handicapped accessible front entrance to be located in the auditorium (this would allow for rentals without access to the main library).
5. A new IBM compatible computer, CD jukebox, & research software.
6. New floor covering (tile or carpet) for the auditorium.

Report of Library Director, Barbara Klump:

1. **Internet Connection & Desk:** To be completed as soon as the county library finalizes preparations.
2. **Auditorium Rental Fee:** A motion carried that the auditorium rental fee be raised to \$50-60 with a \$20 deposit of which \$10 will be refundable, if left in good order. This rental fee change will go into effect at the start of the new fiscal year, July 1, 1998.

3. **Book Sale, April 23-25:** Barbara requested help with the set up from any available board members on Wednesday. Doug will provide brown grocery bags for the bag sale on Saturday.

Report of Committees: None

OLD BUSINESS:

1. **Video Shelves:** Delivered and installed.
2. **Memorial Bench & Plate:** Tabled until spring.
3. **Front Doors:** Repairs have been completed. Interstate Glass did an excellent job at the cost of \$595.
4. **Acceptable Internet Use Policies:** The board reviewed and discussed various sample policies. Barbara will check to see if Lenawee County Library has formulated a policy. The board will continue to review samples of policies and consider developing a possible policy for our library use at the next meeting.
5. **Guidelines:** Tabled.

NEW BUSINESS:

1. **March Meeting Date:** Due to several conflicts with next month's meeting, a motion was made and carried to change the meeting date to Thursday, March 12, 1998 at 7p.m. Barbara will post the change of date with Jim Wonacott's assistance.

The meeting adjourned at 8:45 p.m. *The next meeting will be Thursday, March 12, 1998 at 7 p.m. Please note the change of the date.*

Respectfully submitted,

Denise Rose

19 March 1998

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

Minutes of Previous Meeting: Approved as printed.

Communications: None.

Treasurer's Report: No report for February.

New Budget Worksheet: Connie O'Brien presented the new budget worksheet for 1998-99. She expressed concerns about staying within the guidelines as presented by Jim Wonacott. He recommended that we use 2.5% as a guide for overall increase, with a 3.5% salary increase. 66% of our budget is salaries and benefits, which makes it impossible to stay within his goal of \$113,376.

Pay Increases: Connie reported that John Abbott's 6 month pay increase should have begun on Jan. 7, 1998. A motion carried to give John Abbott his six month pay increase retroactive to January 7, 1998 to \$7.50 per hour. It was also recommended to give Nancy Ramsden a merit raise because of her excellent work skills and attitude. A motion carried to give Nancy Ramsden a merit raise of 25cents per hour (to \$6.50) effective 4/1/98. Connie G. will notify the Village office of these raises.

Report of Library Director, Barbara Klump:

1. **Internet Connection & Desk:** County is having a problem with the company that is to supply the computers as purchased by the Library of Michigan. Barbara will get a copy of the Lenawee County posted policy on acceptable internet use.
2. **Book Sale, April 23-25:** Barbara reminded the Board about the upcoming book sale. Elsa stated that she would be able to set up. Doug will supply the paper bags for the sale.
3. **Memorial Bench:** John Abbott has put together the bench and varnished it.

Report of Committees: None

OLD BUSINESS:

1. **Memorial Bench & Plate:** Tabled until spring.
2. **Acceptable Internet Use Policies:** Tabled until next meeting.
3. **Guidelines:** Tabled.

NEW BUSINESS:

1. Letterhead Stationery: The members of the Board agreed that it was time to update the library's stationery. Connie O. will contact Riverbend to investigate the cost of having a new drawing made of the front of the library for use on the letterhead.

2. Slate of Officers for 1998/99:

President:	Connie O'Brien
Vice President :	Pam Van Schoyck
Treasurer:	Connie Graf
Secretary:	Denise Rose
Corresponding Secretary:	Elsa Klenk
Member at Large:	Doug Winkler

3. Emergency Front Entrance: Pam reported that she had obtained an estimate from Dan Forche of \$1500 to construct a new front entrance in the auditorium (fire door & exit light). Discussion followed about possible options and concerns over security issues dealing with the rental of the auditorium during hours when the library was closed. A motion carried that effective immediately all future rentals of the auditorium will only be allowed during the regular posted library hours due to the need for increased security. Pam will check with the library's insurance carrier and Village attorney to reinforce the Board's decision that this a necessary change in the rental policy of the auditorium.

4.Lawn Care: Spielmans notified the library that they would no longer be doing lawn treatments. Barbara will ask John Abbott if he is interested in taking over the job. Pam will also check with Underwood's and Schaefer's for estimates. (Past cost was \$123 for 3 treatments with a 10% discount if the 3 treatments were prepaid).

5. Window Estimate: Pam obtained an estimate for the replacement of the front windows from Interstate for \$4600.

The meeting adjourned at 8:14 p.m. *The next meeting will be Thursday,*

April 16,1998 at 7 p.m.

Respectfully submitted,

Denise Rose

16 April 1998

The regular meeting of the Library Board was called to order by Vice President Connie O'Brien at 7:02 p.m. Pam Van Schoyck and Doug Winkler were absent.

Minutes of Previous Meeting: Approved as printed.

Communications: None.

Treasurer's Report:

March Budget Report: Connie Graf reported that the budget is on target. Discussion followed concerning the status of the budget for the remainder of this year. She will check with Laura to make sure that the new drinking fountain was taken out of the right account (#933 000).

New Proposed Budget: Connie was able to talk with Jim Wonacott and he generally agreed with the proposed budget. Approval was given for the new windows and the suggested salaries.

Report of Library Director, Barbara Klump:

1. **Internet Connection & Desk:** The computer has been delivered, however, there is a problem with the phone line that GTE installed. Barbara is hopeful that GTE can correct the problem within the week. **Desk:** A motion carried to have Lynn Southward construct two desks which will be ordered now with 1/2 of the cost to come from this year's budget (New Equipment #932 000).
2. **Book Sale, April 23-25:** Connie O. & Elsa will be able to help set up for the sale. The Board reviewed and approved the sale of miscellaneous items for the sale.
3. **Spring Planting:** The Board considered a possible planting of spring bulbs. Barbara will ask Maxine Muck's daughter, Jan, if she would like Maxine's memorial gift money to be used to create a garden on the South side.
4. **Tree-Trimming:** Barbara will request an estimate from Underwood for professional trimming of several trees to be done this spring.
5. **Volunteer:** Margaret Hans has expressed interest in volunteering this fall.
6. **Water Problem:** Blissfield Heating was able to eliminate a leak (April 5) located in boiler room by capping a valve.

Report of Committees: None

OLD BUSINESS:

1. **Memorial Bench & Plate:** Dee will purchase a new lock to replace the broken lock. Connie G. will take of the plate.
2. **Acceptable Internet Use Policy:** A motion carried to adopt the Lenawee County Library Internet Policy regarding the use of Internet with one change under Library Policies, to read: #1 "Limit your use to ½ hour".
3. **Guidelines:** Tabled.
4. **Emergency Exit/Library Security:** Jim Wonacott informed the Board that fire codes allowed for the auditorium doors into the library to be locked. This would increase library security without major changes. Connie O. will contact Jim concerning insurance liability.
5. **Lawn Care:** A motion carried to allow Underwood's to provide lawn service for this year, 3 applications at \$50.00 each visit with the amount prepaid in order to receive the 10% discount.
6. **Letterhead Stationery:** A motion carried to hire Marty Birkenkamp (Riverbend) to complete a line drawing of the library from a photo at the cost of \$80.00 (to be taken from Gift Money) to be used on library stationery. Connie O. reported that the Advance quoted very reasonable prices to print various types of stationery using the drawing. She will contact Marty to begin the drawing.

NEW BUSINESS:

1. **Long Term Plan:** Connie O. expressed a need to develop a long term plan to aid in meeting future needs of the library (such as: furnace, handicap accessible ramp, computers, etc.) Ideas will be discussed at the next meeting in order to begin formulating a plan.
2. **Gift Money:** A motion carried that a monthly gift money report needs to be given by the library director beginning at the May meeting.

The meeting adjourned at 8:48 p.m. *The next meeting will be Thursday, May 21, 1998 at 7 p.m.*

Respectfully submitted,

Denise Rose

21 May 1998 ✓

The regular meeting of the Library Board was called to order by President Connie O'Brien at 4:03 p.m. Pam Van Schoyck and Elsa Klenk were absent.

Minutes of Previous Meeting: Approved as printed.

Communications: None.

Treasurer's Report:

April Budget Report: Connie Graf reported that the budget is on target. She will check with Laura to make sure that the new drinking fountain was taken out of the right account (#933 000).

Report of Library Director, Barbara Klump:

1. **John Abbott:** John has given notice that he will work until the end of May. Barbara will begin the hiring process for a replacement.
2. **Internet Connection & Desk:** Internet is up and running.
3. **Computer Desk:** A motion carried to accept the estimate of \$750.00 for 2 desks to be made by Lynn Southward. One half (\$375.00) will be paid now, to be taken from this year's budget (new equipment #982 000).
4. **Tree-trimming:** Connie O. will contact "Ranger Bob" for an estimate for the needed trimming. Underwood was not interested.
5. **Book Sale:** Sale netted a total of \$362.45. All leftovers have been disposed of.

Report of Committees: None

OLD BUSINESS:

1. **Memorial Bench & Plate:** Bench is ready to be placed outdoors. Connie G. is in the process of having a plate made. Broken lock was replaced.
2. **Emergency Exit/Library Security:** Liability for the library is the same as for the Village in handling the shelter rentals. Jim Wonacott suggests that the previous rental hours be reestablished and rental patrons not have access to library. A south handicap accessible ramp must be included in future plans, however, the auditorium may be rented without one at the present time. A

motion carried to immediately return the auditorium hours to the former January, 1998 hours.

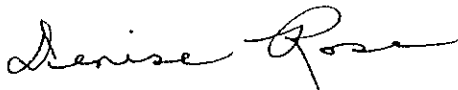
3. **Lawn Care:** Underwood will provide 3 applications this year for \$50.00 per application. A 10% discount will not be given for prepayment because we are only going with 3 applications rather than 4. This will be paid for out of this year's budget.
4. **Letterhead Stationery:** A motion carried to accept the drawing commissioned by Marty Birkencamp to be used on library stationery and note cards. A minimum order of each will be ordered from the Advance. Connie O. will place the order.
5. **Guidelines:** Tabled.

NEW BUSINESS:

1. **Long Term Plan:** Tabled.
2. **Decorating Grave:** Dee will take care of this.
3. **Stone Urns:** Elsa has completed planting them.
4. **New Officers:** A clarification of exactly when the new officers begin their term each year was requested. New officers will begin their new term and positions at the meeting following the Board election of the officers.

The meeting adjourned at 4:32 p.m. *The next meeting will be Thursday, June 18, 1998 at 4 p.m. It was agreed by the Board to have the summer meetings (June, July, & August) meet at the earlier time of 4 p.m. rather than the usual 7 p.m. time.*

Respectfully submitted,



Denise Rose

13 June 1998

Guidelines for LONG-RANGE PLAN for Schultz-Holmes Memorial Library

The purpose of formulating a long-range plan for the library is to have a guide for the library board to help prepare our yearly budget and prepare for the future in general. The initial task is to define how you see the library five years from now. Do not discuss activities, such as "We need to start acquiring more books..." This is an action we might take to get to the destination. Right now we are only describing the destination.

Also disregard any question of cost or whether you think the village would approve a given item. Those things will be considered later.

TYPICAL ITEMS TO CONSIDER:

- Building
 - Overall Size
 - Exterior
 - Handicap Accessibility
 - Landscaping (Book drop + South side)
 - Roof
 - windows/doors
 - Interior
 - General Layout
 - Comfortable Reading Area
 - Washrooms
 - furnace
 - front desk
 - Collection
 - Books
 - Number: Larger, Smaller, Same
 - Increase or Decrease in Certain Categories
 - Books on Tape
 - Videos
 - Magazines
 - Technology
 - Computers
 - Number
 - Location
 - Printers
 - Public Relations
 - Classes
 - Reading/Discussion Groups
 - Speaker
 - Other
 - Brown Bag lunch
- Entrance to auditorium
- Interior consultant
- lighting over front desk
- storytellers for adults
- Contact band

18 June 1998

The regular meeting of the Library Board was called to order by Vice President Pam Van Schoyck at 4:04 p.m. Connie O'Brien was absent.

Minutes of Previous Meeting: Approved as printed.

Communications: None.

Treasurer's Report:

May Budget Report: Connie Graf reported that 89% of the budget has been spent. She will check with Laura to see if Lynn Southward has been paid (\$375.00-computer desk, #932 000 New Equipment) as previously requested.

Report of Library Director, Barbara Klump:

Report mailed to Board members prior to meeting.

Report of Committees: None

OLD BUSINESS:

1. **Memorial Bench & Plate:** Bench has been placed outdoors. Connie G. purchased a memorial plate for \$5.62 from Sylvan Studios and will install it onto the bench.
2. **Tree-trimming:** Barbara will contact "Ranger Bob" again to check on possible time when he can trim trees.
3. **John Abbott's Replacement:** The Board reviewed 7 applications and narrowed them to 4 possible candidates. Barbara and Connie G. will complete the interviews and make a final choice for John's replacement. Discussion followed concerning problems with weekend rental cleaning and wages during this time. A motion carried that the beginning pay for the new custodial position will be \$6.50 per hour and if rentals are scheduled for **BOTH** Saturday and Sunday the custodian will be paid time and a half for the time needed to clean between rentals.
4. **Letterhead Stationery:** A motion carried to have the original drawing of the library professionally framed at the cost of \$200.00 or less (to be taken from gift money). Pam will handle this.
5. **Guidelines:** Tabled.

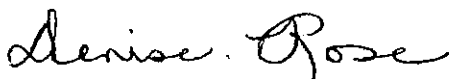
6. **Long-Term Plan:** The Board reviewed items to be considered in formulating a long-range plan as presented by Connie O. It was decided that input was needed from an interior consultant to help with future plans. Barbara will check with the co-op director to see if the services of an interior library consultant are available.

NEW BUSINESS:

1. **Cost for copies from Internet:** Following discussion, a motion carried that effective June 19, 1998 no free reprints would be allowed to be printed off Internet. Black and white reprints will cost 10 cents per page, and upon request, color reprints will cost 25 cents per page.
2. **Blissfield Township Fire Dept. Request:** A motion carried to contribute \$65.00 from the Schultz-Holmes Memorial Library towards a sponsorship of 50 students for the Blissfield fire safety and burn prevention program. (To be taken from the fine fund).
3. **Student Volunteer:** Barbara will contact Mark Willson at the high school to request more information concerning placement of a possible student volunteer with special needs and what type of jobs he would be capable of handling within the library. She will present Mark with a list of available jobs that could possibly be completed by a student volunteer for his reference.
4. **Revised Auditorium Rental Policy:** Barbara presented a revised rental policy for consideration. A motion carried to accept the revised auditorium rental policy with the one revision under #8 (eliminate the words "long term").

The meeting adjourned at 6:00 p.m. *The next meeting will be Thursday, July 16, 1998 at 4 p.m.*

Respectfully submitted,



Denise Rose

16 July 1998

The regular meeting of the Library Board was called to order by President Connie O'Brien at 4:02 p.m. Doug Winkler was absent.

Minutes of Previous Meeting: Approved as printed.

Communications: Elsa reported that thank you notes were sent to Steve & Brenda Graham, The Hudson Family, and Robert Mallory for gift books. She will check with Doug to make sure an acknowledgement was sent to Connie O'Brien's mother-in-law for the memorial gift book that she donated.

Treasurer's Report:

June Budget Report: Connie Graf reported that we are over budget by 2% with one month remaining in the budget year. Lynn Southward was paid \$375.00 towards the computer desk.

Report of Library Director, Barbara Klump:

1. **New Custodian:** Lisa Patterson was hired July 6, 1998 and is working out well. (Starting pay-\$6.50 per hour)
2. **Student Aide:** Janessa Benner was hired June 11, 1998 and is doing very well. She is working 15 hours per week at \$5.15 per hour. A motion carried to increase Janessa Benner's hourly rate to \$5.50 beginning August 3, 1998.
3. **Summer Work:** Jamie Rose has been doing a good job with the lawn clean up and shrub trimming. A motion carried to increase Jamie Rose's hourly rate to \$5.50 beginning Aug. 3, 1998.
4. **Student Volunteer:** Mark Willson was sent a letter listing the tasks that a student aide does. No response yet.
5. **Tree-Trimming:** Ranger Bob will do the necessary tree trimming as soon as proof of insurance is presented. (3 trees on north side for \$80.00 each, birch tree for \$100.00). Barbara will contact Consumers Power to see if a taller pole can be installed to raise the wires that are close to the north side trees.
6. **Lawn-Care Complaint:** A patron complained about the lawn spraying being done on an ozone-action day and its strong odor.
7. **Revised Internet Policy:** Presented for review by Board.

Report of Committees: None

OLD BUSINESS:

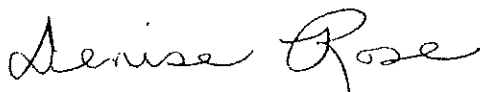
1. **Letterhead Stationery:** Connie O'Brien ordered 100 sheets.
2. **Long Term Plan:** A discussion concerning the future direction of the library was held. It was decided that the construction of a handicapped accessible ramp for the auditorium entrance was a top priority. Barbara will contact Al Smith for an estimate and possible construction date. It was also determined that a possible update for the furnace/air conditioner may be needed in the near future. Elsa will contact Ted Smith for a needs assessment of the present system.
3. **Guidelines:** Tabled.
4. **Framed Drawing:** Pam had the drawing matted and framed by Michael's in Toledo for less than \$50.00.

NEW BUSINESS:

1. **Roof Leaks:** Connie O. will contact Jim Wonacott for suggestions on maintenance of roof.
2. **Maintenance Jobs:** The DPW will be requested to complete several jobs which cannot be done by the regular custodian during the year. Barbara will compile a list of the necessary jobs to present to Mark.

The meeting adjourned at 5:22 p.m. *The next meeting will be Thursday, August 20, 1998 at 4 p.m.*

Respectfully submitted,



Denise Rose

20 August 1998

The regular meeting of the Library Board was called to order by President Connie O'Brien at 4:00 p.m. All members were present.

Minutes of Previous Meeting: Approved as printed.

Communications: None

Treasurer's Report:

Connie Graf reported that the final figures for the last budget year indicated the library was over by 2% which was considered very good. The water bill has shown a large increase the past four months. Barbara will contact the DPW to have them check for a possible leak or faulty meter.

Report of Library Director, Barbara Klump:

1. **Handicapped-Accessible Ramp:** An estimate from Al Smith was presented and discussed. A motion carried to accept Al Smith's bid of \$1475.00 for the construction of a handicapped-accessible ramp on the south side of the building.
2. **Computer Desks:** Two new desks were delivered Aug. 13. A motion carried to have Barbara purchase two matching chairs to be used with these desks.
3. **Tree Trimming/Consumers Power:** Ranger Bob was contacted concerning his trimming of the 3 trees on the north side. His bill will not be paid until he returns and completes his job. Consumers Power has been contacted about the pole replacement and the library has been put on their waiting list.
4. **Gifts:** Jann Battersby has requested that the family would prefer that her mother's memorial gift money (approx. \$400.) be used to purchase some works of art or a possible aerial picture of Blissfield. Doug will contact a source concerning the cost for an aerial picture. Pam will check into the cost of a Tom Thiery painting.
5. **Janessa Benner:** A motion carried to allow Janessa Benner to be hired on an "as needed" basis during the year to fill in for absent staff members.
6. **Letterhead Stationery:** The Advance has delivered the new stationery and note cards and it was the consensus that they were very well done.
7. **DPW:** A list of maintenance jobs was sent to Mark S.

8. **Roof Leaks/Repair:** The drains were cleaned, however, several leaks continue to be a problem. The Cline Brothers from Adrian have been contacted to do a roof inspection as soon as possible.
9. **Student Volunteer:** Connie O. and Barbara met with Mark Willson, LoAnn Smith from Vo-Tech, and Deb Bloom, an LISD representative, to discuss the placement of a student volunteer during the school year. The Board has requested that Barbara meet again with Mark Willson to express concerns and develop a plan that would be successful for all involved.
10. **Summer Reading Program:** A motion carried to reward the children who have been long term successful participants of the Summer Reading Club by giving them a gift certificate of \$5.00 for 5 years, \$10.00 for 10 years etc. (to be taken from fine money) to begin this year and purchased from Barnes & Noble or Media Play. (Presently we have 21 children who qualify for the 5-year reward). Barbara will purchase the certificates and mail them.

Report of Committees: None

OLD BUSINESS:

1. **Furnace/AC Inspection:** Ted Smith is willing to do an inspection at no charge except for the cost of supplies. Connie O. will ask him to also check the air conditioner for any problem with the water usage, which may be related to the large increase in the water bill.
2. **Statement on Long-Term Plan:** Connie O. presented a statement of the library's long-term plan. Barbara was able to attain the names of several interior planners/consultants that may be able to help with future planning. She will contact them to check on their fees for a consultation.
3. **Guidelines:** A separate meeting date will be determined at the September meeting in order to complete the Guidelines.

NEW BUSINESS: None

The meeting adjourned at 5:15 p.m. *The next meeting will be Thursday, Sept. 17, 1998 at 7 p.m.*

Respectfully submitted,

Denise Rose

Schultz-Holmes Memorial Library

Long-Range Plan Summary

20 August 1998

Although the Board does expect the library holdings will grow, we do not foresee outgrowing the current building in the next 5-10 years. We will look into having an **architect** who deals with library planning suggest an arrangement that would include **additional holdings**, a **comfortable reading area**, and **2 more computers** (a second card catalog computer, and a second Internet computer). This will bring the total number of computers for patron use to 6.

Our first priority is to have a **handicapped-accessible entrance** installed on the south entrance. The bushes along the south side of the building will be removed at that time, and a **landscaping** plan for that area will be prepared.

The **roof** and the **furnace/air-conditioner** will be examined to determine their current condition, and decide whether any work is required now, and to get an educated idea of when they will need to be replaced.

17 September 1998

The regular meeting of the Library Board was called to order by President Connie O'Brien at 7:00 p.m. All members were present.

Minutes of Previous Meeting: Approved as printed.

Communications: None

Treasurer's Report: Not available for meeting.

Report of Library Director, Barbara Klump:

1. **Tree Trimming:** Ranger Bob was paid ½ of his bill and will receive the remainder if he returns to finish the trimming. Consumers Energy inspected the pole and made the decision to not replace it at this time.
2. **Gift Certificates for Summer Readers:** Barbara has ordered the certificates from Media Play.
3. **Janessa Benner:** Due to school responsibilities, Janessa will not be available to fill in on Saturdays during the school year. Barbara will ask volunteer, Margaret Hans, if she would be interested in completing an application for a possible part time position in the future.
4. **Maintenance:** Lisa Patterson, the present custodian, has agreed to clean the windows. A motion carried to hire Mr. Patterson, her husband, to assist with certain maintenance jobs.
5. **New Computer Chairs:** Two new chairs were purchased from Staples and will be delivered (no charge) on Friday.
6. **Roof Leaks:** Two estimates have been received: Adrian Roofing - \$28,000. Cline Brothers Roofing, Inc.-see notes under New Business for estimate.
7. **Student Volunteer:** The student volunteer trained with a job coach for 3 weeks and has been working alone this past week with a few problems. Barbara may have to request that a job coach continue to work with him to eliminate problems.
8. **Additional Telephone Listing:** A motion carried that an additional telephone listing be placed in the phone directory under "Blissfield Library" to aid patrons.
9. **Toledo Blade:** A motion carried to add the Toledo Blade to our newspaper collection at the approximate cost of \$140.

Report of Committees: None

OLD BUSINESS:

1. **Furnace/AC Inspection:** Ted Smith inspected the furnace/air conditioner and made several recommendations. His company will be submitting an estimate for replacement of the present system. Connie O. will contact Adrian Mechanical to request another bid. Blissfield Heating will also present a bid.
2. **Guidelines:** Tuesday, Sept. 29 from 4-6 p.m. was the date selected for the board members to complete the Guidelines.
3. **Memorial Gift:** Doug contacted a pilot who can be hired for \$55. per hour to take an aerial photo. Pam will also check into another possible source for a photo. Pam contacted Thomas Thiery and received information on times of his shows (Nov. 12-15, Tecumseh Country Club, best selection early on the first day). Further discussion and decisions will be made at the October meeting.
4. **Ramp:** Construction is to take place within the month.

NEW BUSINESS:

1. **Roof Presentation:** Barry Cline from Cline Brothers Roofing presented his estimates for the roof replacement. At the present time, there are 2 roofs and the maximum number of roofs allowed would be 3. He submitted 2 estimates: #1. Best-\$29,352.41 with a 15 year guarantee and 12 million dollar liability policy on the contents for the life of the guarantee. #2. Rubber Roof-\$21,900. with a 10 year guarantee. Cost of removal of old roof is extra. See formal estimate for further details and recommendations.

The meeting adjourned at 8:50 p.m. *The next meeting will be Thursday, October 15, 1998 at 7 p.m.*

Respectfully submitted,

Denise Rose

Denise Rose

15 October 1998

The regular meeting of the Library Board was called to order by President Connie O'Brien at 6:45 p.m. Doug Winkler was absent.

Minutes of Previous Meeting: Correction was made under "Tree Trimming" payment to Ranger Bob.

Communications: Elsa sent one thank you note in response to a high school applicant.

Treasurer's Report: Connie G. presented the August and September budget reports. The second page of both reports are to be disregarded, the corrected reports will be available next month. It was also noted that the large increase in the water bill during the summer months was due to the leak in the cooling tower.

Report of Library Director, Barbara Klump:

1. **Toledo Blade:** Blade is now being delivered.
2. **Ceiling Leaks:** Blissfield Heating will be repairing a water pipe leak in the ceiling during off-hours. The DPW will repair the ceiling damage upon completion of the repair.
3. **Collection Agency for Overdues:** Barbara reported that the County library is using a collection agency for a trial period to collect from patrons who owe over \$25.00.
4. **Food for Fines:** The dates have been set for Saturday, Nov. 14, through Tuesday, December 29. The food will be donated to the Presbyterian Church food basket drive. Any food donated after the drive will be given to the local food bank.
5. **Quilting Group:** It was determined that if the local quilting group qualifies as a service group that they can rent the auditorium for \$5.00 per hour (this non profit group fee was previously agreed upon on June 19, 1997).
6. **Student Volunteer:** Volunteer is working out well. A motion carried to award the stipend provided for the supervision of the student volunteer through LISD to Barbara Klump.

Report of Committees: None

OLD BUSINESS:

1. **Furnace/AC Estimates:** Estimates were presented from Ted Smith and Adrian Mechanical. Connie O. will work with Jim Wonacott in writing possible grants to help fund these improvements.
2. **Ramp:** Barbara will contact Al Smith to check on construction date.
3. **Gift in Maxine's Memory:** Connie O. will purchase a print from Tom Thiery using approximately \$400. from Maxine's memorial fund.
4. **Ad for Part-Time Employee:** Due to a shortage of present staff, Barbara will place an ad to seek an additional part-time employee.
5. **Mr. Patterson:** Mr. Patterson submitted an application and he is currently assisting with certain custodial jobs.

NEW BUSINESS:

1. **John Abbott:** The DPW will complete the remainder of the lawn cutting season since John is no longer employed by the library.
2. **Furnace/AC Presentation:** Todd Carver from Adrian Mechanical presented budget proposals for replacement of the existing furnace/AC. See formal proposals for recommendations & cost.

The meeting adjourned at 8:55 p.m. *The next meeting will be Thursday, November 19, 1998 at 6:30 p.m. Finalization of the Guidelines will be completed prior to the regular meeting.*

Respectfully submitted,

Denise Rose

19 November 1998

The regular meeting of the Library Board was called to order by President Connie O'Brien at 7:09 p.m. All members were present.

Minutes of Previous Meeting: Approved as printed.

Communications: Elsa sent two thank you notes for gifts to the library. (Brian Papenhagen-gift of Robinson's Directory & Mr. & Mrs. Earl Kelley-check in memory of William Kilchenman.)

Treasurer's Report: Review of past budgets (July-November) was tabled until next meeting. Present budget appears to be on target.

Report of Library Director, Barbara Klump:

1. **Ceiling Leaks:** Blissfield has repaired the leak. At the present time, the Board agreed to have the DPW repair the ceiling and consider new lighting at a future date. Barbara will invite Mr. Sweeney from Blissfield Heating to explain the present heating system and submit an approximate bid on a new system.
2. **Applications for Clerk:** Three applications were received. Connie O. and Barbara will interview two of the applicants and make a decision. The third applicant was rejected because she resides outside of the village limits.
3. **Unused Items in Outside Storage:** It was agreed to place some of the unused tools and items in the annual sale. All other items will be discarded.

Report of Committees: None

OLD BUSINESS:

1. **Grant Applications:** Three grants were applied for: Merrilat-rejected application. Farver-possible matching grant. Herrick-attempting to contact.
2. **Ramp:** Completed by Al Smith. Railings still need to be installed. The Board will consider possible ground cover plantings to finish landscaping next spring.

3. **Gift in Maxine's Memory:** Connie O. purchased a Thomas Thiery framed print in memory of Maxine Muck. Barbara will print a memorial plaque to hang with the print.
4. **Food for Fines: Collection** will be in effect now through Dec. 29.
5. **Library Board Positions:** Elsa has agreed to run again in the Feb. primary and her application has been filed. Doug declined. Ken Nichols is possibly interested.
6. **Guidelines:** Pam presented the revised Guidelines and requested that the Board review them for any corrections before the next meeting. Final changes and approval will be made at the December meeting.

NEW BUSINESS:

1. **Library Auditors: Hiring** auditors is not necessary since the village auditors handle the library budget.
2. **Purchase of Ladders:** Barbara requested a need for replacement for two old ladders. A motion carried to purchase an 8 foot step ladder and a 12 foot ladder to replace 2 unsafe, older ladders.

The meeting adjourned at 8:06 p.m. *The next meeting will be Thursday, December 17, 1998 at 7 p.m.*

Respectfully submitted,

Denise Rose

17 December 1998

The regular meeting of the Library Board was called to order by President Connie O'Brien at 7:13 p.m. Connie Graf was absent.

Minutes of Previous Meeting: Approved as printed.

Communications: Elsa sent a thank you note to Mrs. Jacob for her application for the clerk position. William Rogers was also sent an acknowledgment for his memorial gift of an autographed copy of Tuesdays with Morrie by Mitch Albom in memory of his wife.

Treasurer's Report: No report available due to a computer problem. Connie O'Brien reviewed the past budgets and brought up some concerns and questions. The Board will discuss these with Jim Wonacott in the near future.

Report of Library Director, Barbara Klump:

1. **Chimney:** Possibly in need of repair. Tabled for later consideration.
2. **Custodial position:** Due to health problems, the present custodian will be resigning at the end of December. A motion carried to offer the custodial position to Bruce Monroe at the hourly rate of \$7.50 to begin in January or if needed prior to January that he begin as soon as possible.
3. **Gates Foundation for Computers:** The library does not qualify for a new computer. Barbara will check into the cost of a possible new computer from Gateway which would be purchased using budgeted funds.
4. **New Clerk:** Margaret Hans was hired to fill the clerk position. A motion carried to offer Margaret Hans a beginning wage of \$6.50 per hour.
5. **Ladders:** Two ladders (one 6 ft. & one 10 ft.) were ordered and delivered, no bill as of yet.
6. **Ramp:** New railings were installed. Project completed other than spring landscaping.

Report of Committees: None

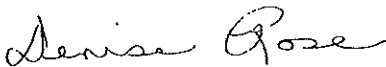
OLD BUSINESS:

1. **Grant Applications:** No further information as of yet.
2. **Guidelines:** Revisions were made. Pam will prepare final copy and submit it to the Village attorney for review and approval.
3. **Library Board Position:** Ken Nichols will be a write-in candidate for the open position.
4. **Ceiling Leaks:** Repaired by DPW.

NEW BUSINESS: None

The meeting adjourned at 8:12 p.m. *The next meeting will be Thursday, January 21, 1999 at 7 p.m.* Happy New Year!

Respectfully submitted,



Denise Rose