

20 January 2000

The regular meeting of the Library Board was called to order by President Connie O'Brien at 5:05 p.m. All members were present. Frank Riley attended at the request of the Board.

**Minutes of Previous Meeting:** Approved as printed.

**Communications:** Elsa sent an acknowledgement of thanks for monetary gifts to David & Sandra Porter, Margaret Porter, and Mr. & Mrs. Douglas Winkler. A note was sent to Betty Miller, representing the Lenawee-Monroe County Normal Class of 1947, for the donation of a book given in memory of Frances Studnicka Schmenk.

**Treasurer's Report:** <sup>Connie G.</sup> Connie O. presented the November and December Library Budget Reports. A question arose concerning the reason for the decrease in the CD savings from the Nov. report of \$7,862.77 to the Dec. report of \$783.99. Connie will check on the cause. The budget appears to be right on track with six months remaining.

**Report of Library Director, Barbara Klump:**

1. **Probe Environmental Inspection:** A 3-1/2 hour asbestos inspection was conducted 1/19/00 as requested by Fry Mechanical as part of the HVAC project. The cost was included in the bid.
2. **Len. County Chamber of Congress Request:** A motion by Connie O'Brien, second by Elsa Klenk, to charge the Lenawee Chamber of Congress the established non-resident auditorium rental fee. Motion approved unanimously. Graf
3. **Gifts:** Non-restrictive monetary gifts given from David & Sandra Porter (\$400.), Margaret Porter (\$200.), and Mr. & Mrs. Doug Winkler (\$200.).
4. **Library Bd. Openings:** Sally Hagenbush has expressed an interest in once again serving on the Board. Other possible candidates are Steve Smith, Sandy Kreps, Mary Lou McAlpine, and Roberta Novak. Diane Tagsold declined.
5. **Library of Mich. Trustee Manuel:** Free copies were distributed to each of the Board members.
6. **Village Y2K Meeting:** Barbara attended as the library representative. No Y2K problems developed.
7. **Pension Plans:** Village employees are planning on attending the next Village Council meeting to express concerns and ask questions concerning possible pension plans.
8. **Personnel Files:** Tabled until spring.
9. **Employee Obligations during Construction Closing:** Barbara is continuing to consider possible work options for Susan during construction. Concerns and suggestions were discussed and will be investigated.

Report of Committees: None

**OLD BUSINESS:**

1. **Farver Grant:** The Farver Foundation granted the library \$50,000. towards the HVAC project. The Board acknowledged Connie O. and Ken Nichols for their efforts in attaining this grant.
2. **Request of Money from Village:** Connie O. presented a letter from Jim Wonacott acknowledging the approval of the Board's request for funds to be used towards the HVAC project.
3. **List of Library Items to be considered for Dispersal:** Still being compiled.

**NEW BUSINESS:**

1. **Endowment Fund:** Frank Riley was present to discuss and answer questions on the possible establishment of a Library Endowment Fund. He recommended that the Board meet with Gary Owen, the auditor for the Village, to discuss how to best handle monetary gifts. He also suggested that the Board check into the present CD savings to make sure that no stipulations governed the use of these funds. Pending any unforeseen stipulations, the funds will be used towards the HVAC project. Questions and suggestions concerning the dispersion of funds from the will of Phyllis Robertson were discussed.
2. **Back Room:** The Board agreed that the Back Room will be used as a staff work room rather than a storage room in the HVAC project.
3. **Committee to Work on Details for the HVAC Project:** The Board agreed that all meetings for the HVAC project will be open to all Board members. No specific committee was established at this time.

*The meeting adjourned at 6:30 p.m. The next meeting will be Thursday, February 17, 2000 at 4:30 p.m. \*Note the time change.*

Respectfully submitted,

Denise Rose

1 February 2000

A special meeting of the Schultz-Holmes Memorial Library Board was called to order by President Connie O'Brien at 5:05 p.m. Elsa Klenk was absent. Barbara Klump was present. Guests present were Sally Hagenbuch, Cathie Case, David Siler, Ted Smith, Ken Schaedler, the project electrical contractor and representatives from Fry Mechanical and Asbestos Abatement Inc.

The purpose of the meeting was to review the library asbestos testing results as presented by Asbestos Abatement Inc. and review plans and recommendations made by the contractors and architect.

**Asbestos Inspection Test Results:**

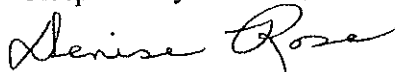
Testing showed that the amount of asbestos greatly exceeded the expected findings. Removal will take two weeks and will cost an additional \$11,922.00 (this cost is outside of the amount that was included in the accepted project bid). Air monitoring will take place during and after the asbestos removal to ensure safe air.

**Recommendations:**

Library will have to be closed for an eight-week period.  
Schools and the public will need to be notified of closure.  
The safekeeping of electronic equipment will be the responsibility of the library.  
The contractors would like to begin work Feb. 28.

Discussion followed. The meeting adjourned at 5:55 p.m.

Respectfully submitted,



Denise Rose

17 February 2000

The regular meeting of the Library Board was called to order by President Connie O'Brien at 4:40 p.m. Elsa Klenk was absent. Guests present were Cathie Case, Sally Hagenbuch, Frank Riley, Ken Schaedler, David Siler and Jim Wonacott.

**Minutes of Previous Meeting:** Stand approved as corrected. (Corrections: Under Treasurer's Report "Connie O." changed to "Connie G.", under Len. County Chamber Request motion was made by "Connie G." not "Connie O.").

**Communications:** No report. Barbara will notify Elsa to send a thank you note to Dr. Emma G. Peters for her donation of a booklet on the Blissfield P.O.W. camps.

**Treasurer's Report:** The January Library Budget Report was presented. The question from the previous meeting concerning the reason for the decrease in the CD savings from the Nov. report of \$7,862.77 to the Dec. report of \$783.99 will be discussed at the next meeting.

**Report of Library Director, Barbara Klump:**

1. **Book Sale:** The sale will be held Feb. 24, 25, & 26. Barbara requested that any of the Bd. Members who would like to help to please contact her. The miscellaneous sale items were discussed. Ken Nichols will contact the school to see if they would like several of the items as donations, if not, Dee will offer them to Deerfield Schools.
2. **Custodian:** Nancy Seeburger has given notice due to back problems. Barbara will place an ad and also check to see if any past applicants would be interested.
3. **Gift Booklet:** Dr. Emma G. Peters donated a copy of a booklet she compiled on the subject of the P.O.W. camps in Blissfield during World War II.
4. **HVAC Project-Furniture Dollies:** The DPW has handcarts that the Library can borrow during the project and will provide manpower when needed. Lenawee County Library has offered to store four of the computers during the project. Patrons may return items at the Lenawee, Deerfield, or Britton libraries. Karen Lindquist is looking into the possibility of having the Bookmobile make periodic stops in Blissfield during the construction.
5. **Power Mac Repair:** Computer had a power system failure, taken to Computer Care for service. They were able to save all information and the repair will not be a major expense.

**Report of Committees:** None

**OLD BUSINESS:**

1. **HVAC Project Specs:** Major discussion concerning the following four specifications discrepancies:

1. Length of time the library building will be closed.
2. The cost of asbestos testing & abatement.
3. The inclusion of the back room.
4. Changing from the currently specified heating/cooling units to TRANE units.

Frank Riley recommended that Fry Mechanical, Inc. give written authorization that they will hold their bid for another 30 days.

\*A motion by Pam Van Schoyck, second by Ken Nichols, to hold in abeyance all bids to direct David Siler to obtain a written thirty day extension of the Fry Mechanical, Inc. bid and to obtain written statements from Grindal Plumbing, Adrian Mechanical, and HPH Mechanical whether their price included asbestos abatement. Motion approved unanimously.

2. **Employee Obligations during HVAC Project:** Frank Riley advised the Board that salaried employees should receive pay without requesting additional job requirements during this time. Barbara will notify Susan that she is welcome to receive additional computer training at the Lenawee County Library, if she desires.

**NEW BUSINESS:**

1. **Committee to Prepare 2000/2001 Budget:** Ken Nichols with the assistance of Connie O'Brien will prepare the new budget.
2. **New Library Bd. Offices:** Board members need to be considering what offices they would be interested in serving for 2000/2001.

*The meeting adjourned at 6:39 p.m. The next meeting will be Thursday, March 16, 2000 at 5 p.m.*

Respectfully submitted,

Denise Rose

2 March 2000

A special meeting of the Schultz-Holmes Memorial Library was called to order by President Connie O'Brien at 4:37 p.m. Elsa Klenk was absent. Barbara Klump was present. Guests present were Frank Riley, Jim Wonacott, Cathie Case, and Sally Hagenbuch.

The purpose of the meeting was to review bid information and decide whether the HVAC project should be rebid or not. The Board reviewed the previous submitted bids from Adrian Mechanical, Fry Mechanical, Grindal Plumbing, Helm & Assoc., and HPH Mechanical. Discussion followed.

**A motion by Connie Graf, second by Pam Van Schoyck, to accept the Fry Mechanical bid and direct David Siler, Architect, to issue a written notice of award with copies to the Board. The President is authorized to sign the contract. Motion approved unanimously.**

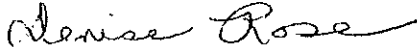
Frank Riley advised the Board that these procedures should be followed:

1. Notify David Siler.
2. David Siler will execute notice of award.
3. Actual contract drafted and reviewed carefully.
4. Contract signed by Board and contractors.
5. David Siler will then issue notice to proceed.

The Board is to be provided with a Performance Bond and Verification of insurance coverage prior to the start of the project.

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,



Denise Rose

16 March, 2000

The regular meeting of the Library Board was called to order by President Connie O'Brien. Other members present were Pam Van Schoyck, Ken Nichols, Cathie Case and Sally Hagenbuch. Connie Graf and Dee Rose arrived later.

**Minutes of Previous Meeting:** Approved as printed.

**Communications:** None.

**Treasurer's Report:** Connie noted that there was a concern in December, which was explained by a typographical error. The certificate of deposit showed a balance of \$783.99; it should read \$7,893.99. It was also noted that the budget is over in Bldg. And Grounds. This is due to money being taken out for the roof, but no money reported being put in. Jim Wonacott has said he will make the adjustment. Connie had also inquired as to whether we could tell where gift money had come from. No village records are kept regarding gifts; Barb has receipts only since she has been director since 1978.

**Report of Library Director:**

1. Book sale netted \$416.35.
2. Doug Winkler is currently the custodian in addition to his outside duties. He receives \$25 per mowing, \$50 for spring or fall cleanups, and \$7.50 hourly. The most recent custodian was earning \$7.25 per hour. Connie suggested we pay Doug \$7.50 per hour regardless of duties to keep it simple. Doug has committed to inside custodial work until the end of the year. Review of wages will be done with the next hire. Ken made a motion to pay the current custodian \$7.50 per hour; Pam seconded. Motion carried.
3. Barb questioned the storage of paintings during the renovation. Pam offered to store once they are removed. The clock will be covered and remain in the library.
4. Lawn maintenance has begun. Barb will call about not having a second application until after the renovation.

**OLD BUSINESS:**

1. **Budget:** No worksheets were provided; thus, no meetings were held.

**NEW BUSINESS:**

1. **Project Dates:** Connie is meeting tomorrow with D. Siler to discuss HVAC Project Dates. They will discuss adding the back room at \$8,800 to Fry's bid with the amount to be put in writing and also the possibility of changing the McQuay units to Trane units.
2. **Specified Units:** Connie Graf made a motion to keep the McQuay units as specified in original bids unless Mr. Siler can produce a written guarantee on a change order to use Trane units of at least \$5000. Dee seconded. With a tie vote, President broke the tie to carry the motion. Pam made a motion to authorize Connie to sign both change orders if necessary. Connie Graf seconded; motion carried.  
Discussion followed about informing the public about the library closing. Barb will inform the Advance for next week's issue.
3. **Part-Time Employees:** Connie talked to Laura and Peggy about using employees at the Village Offices. They would have work for the employee with the fewest hours. Lenawee County Library could use Nancy for quite a few hours. Because it is beyond their control, it was felt the board should try to provide a job if possible and continue paying their hourly wage. Connie G made a motion to continue to pay Margaret and Nancy out of our budget during the closing to work for the Village and the County library, not to exceed the number of hours we currently pay (Nancy, 28; Margaret, 15). Dee seconded; motion carried.
3. **Election of Officers:**  
President: Pam Van Schoyck  
Vice President: Ken Nichols  
Treasurer: Connie O'Brien  
Recording Secy.: Sally Hagenbuch  
Corresponding Secy: Elsa Klenk

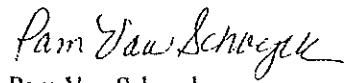
Member At Large: Cathie Case

Connie Graf made a motion to accept the slate of officers for 2000-2001 as listed; Dee seconded. Motion carried.

4. Next Meeting: It was agreed to change the regular meeting date to Tuesday, April 11 at 5 p.m. Barb will post.

Meeting adjourned.

Respectfully Submitted:



Pam Van Schoyck,  
Acting Secretary.



April 11, 2000

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 5:00 p.m. Present were: Pam Van Schoyck, Connie O'Brien, Ken Nichols, Cathy Case and Sally Hagenbuch. Also present were Barbara Klump and Jim Wonacott. Elsa Klenk was absent. Because of construction in the auditorium and storage of materials the meeting was held in the workroom.

Minutes of Previous Meeting: Approved as printed.

Communications: A note from Elsa Klenk was read by Barbara. She thanked the board for the gardening book sent to her.

Treasurer's Report: Connie O'Brien presented us with fact sheets on the present budget and proposed changes for 2000-1. The top priority is wage increases for staff members, and this can probably be accomplished. Jim Wonacott explained the village's viewpoint and answered our questions. He will take budget as proposed and present it to council for approval. Moved and seconded to accept the treasurer's proposed budget.

Library Report: Following recommendations, to have the flags from the auditorium cleaned, it was moved and seconded that this be done.

Barbara asked permission to close the Library on Saturday, April 22 for moving. This precedes the day that construction work begins. It was moved and seconded to allow this. It was also agreed that Barbara and Susan Harmes will work at the Library during HVAC work time. Nancy will work at the County Library. Margaret will work in the village offices.

Old Business: Pam reported a very favorable and optimistic conversation with Rodney Frye on the HVAC project, and gave us written fact sheets on sequence of events since last meeting of the Board.

Most of concern was the heavy dust accumulation since work began in the Auditorium, and the possibility of this being asbestos. Pam will call Ted Smith for verification of this.

New Business: After some discussion it was moved and seconded to present each outgoing member with a \$30 gift certificate from Barnes & Noble. Also a book will be presented to the Library in their honor.

Barbara is concerned about reopening dates and wants to have two days to have carpet cleaned before opening. This is to be publicized, and we will give her a firm date at next meeting. (Moved & seconded).

The next meeting will be May 18 at 5:00 p.m. in the conference room at the village offices. Meeting adjourned at 6:15 p.m.

Submitted by:

Sally A. Hagenbuch  
Sally A. Hagenbuch

April 12, 2000  
Date

Library Board Meeting  
May 20, 2000 9:00 AM  
Village office conference room

The regular meeting of the Library Board was called to order by president Pam Van Schoyck at 9:00 a.m. Present were Connie O'Brien, Ken Nichols, Pam Van Schoyck, and Cathie Case, and librarian Barb Klump. Absent were Sally Hagenbuch and Elsa Klenk.

Minutes of the April 11 meeting were reviewed and approved.

The treasurer's report for May was presented and reviewed. Connie also reported "projected" 1999-2000 budget funds that remain as well as May 2000 projected expenditures.

**LIBRARY DIRECTOR'S REPORT** Barbara Klump

- Two sections of drapes have been cleaned at Sylvania Martinizing
- Glass shelves were donated to the Lenawee County Library
- Coffee cups were donated to the Blissfield Senior Center

**OLD BUSINESS**

**Budget:**

- Discussion was held on the proposed salary increases for Barbara Klump and Susan Harmes and the possibility that Council will not approve such a large increase
- Pam will check with Jim Wonacott on "credits" at fiscal year's end June 2000

**HAVC project update:**

- In the boiler room, there is a raised area (bump) in the floor, which needs to be corrected; floor was to have vinyl covering. Discussion was held on this problem and the best way to handle it. Ken Nichols made the motion with a second by Connie O'Brien, to pay the extra \$800 to level the floor, close off the drains, and continue tiling as per project plans. Motion approved.
- Connie made a motion, second by Ken, to have the louvers bricked in with our bricks for an additional cost of \$2814.00. Motion approved.

**NEW BUSINESS**

- Discussion was held on the remaining vacation days for Barb and Susan. Ken made a motion, second by Connie, to extend all unused vacation days to the end of 2000. Motion approved.
- Paperback rack for children's section: Barb will check on a sale price with Gaylord. Estimated cost will be \$600.00.
- A decision on purchases of a computer table and a commercial vacuum cleaner was tabled.

The next meeting will be June 15, place to be decided, dependent on completion of library project.

Meeting adjourned at 10:30 a.m.

Submitted by

*Cathie Case*

Cathie Case, acting secretary

June 15, 2000

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 5:00 p.m. in the library. Present were Pam Van Schoyck, Connie O'Brien, Ken Nichols, Cathie Case and Sally Hagenbuch. Also present were Barbara Klump and Jim Wonacott.

Minutes of Previous Meeting: Review and approved. Cathie Case was appointed corresponding secretary.

Treasurer's Report: Reported all projected amounts were within budget and it can be amended to cover the cost of replacing the damaged window in the workroom.

A letter to Mr. John Gelder of the Herrick Foundation, composed by Connie O'Brien was reviewed. It notified them of the completion of the HVAC project and requested the remainder of the grant funds be forwarded

Library Director: Reported on a number of issues.

1. The cleaning of draperies is not finished, will be on 6/17/00.
2. A tentative date of 6/26 set for reopening of library.
3. Service master will strip and clean and wax floor in workroom.

Update on HVAC Project:

- A. Phones are now working.
- B. Fans no longer needed will be sold at sale.
- C. Agreed to replace damaged window in workroom. Barbara will contact Interstate Glass about this.
- D. Make appointment with Service Master to clean carpets.
- E. Electrician will see to exterior lights that are not working.
- F. Will have lenses in book stack area lights replaced. Presently very inadequate.
- G. Maintenance agreements were discussed and both Rodney Frye and Yellow Pages will provide information. Pam Van Schoyck will report on this.
- H. Dave Siler will be contacted regarding removal of speaker system in Auditorium.

New Business:

1. Lynn Southard will be contacted for estimates for new computer table. Decisions on this tabled until later.
2. Motion made by Cathie and seconded by Connie to have Pam purchase a commercial vacuum cleaner. Motion passed.
3. Decision on a Memorial for Elsa Klenk was tabled until family wishes are known. A gift book in her memory will be given by the Library Board.
4. Pam will contact two people who have expressed interest in the board.

Meeting adjourned at 6:15 p.m.

Submitted by: Sally A. Hagenbuch  
Sally A. Hagenbuch

June 15, 2000  
Date

July 20, 2000

The regular meeting of the Library Board was called to order by President Pam Van Schoyck at 5:00 p.m. Present were: Pam Van Schoyck, Connie O'Brien, Ken Nichols, Cathie Case, Sally Hagenbuch and Barbara Klump. Ruth Lyons was welcomed as a new member. Meeting held in Auditorium.

Minutes of Previous Meeting: Approved as printed.

Treasurer's Report: Connie O'Brien has discovered discrepancies in the budget figures and also with maintenance agreements. After much discussion and explanations by Connie, she will confer with the village office to clarify.

Library Director's Report:

1. Draperies have been hung over the front doorway. It was decided to have long drapes cleaned because sun glare can be a problem without them.
2. The Fire Department has asked for a \$65.00 donation to be used for educational purposes. Moved by Connie and seconded by Pam to grant this. It will be taken from Fine Fund.
3. Nancy Ramsden has sent a letter requesting full time employment. She now works 28 hours and 35 hours is full time, which would entitle her to benefits. Because our new budget (2000-01) has been accepted the timing is poor. After much discussion and recommendations by Librarian, it was moved and seconded to increase Nancy Ramsden to 34 hours (increase of 6 hours) and send remaining hour (full time and benefits) to council for approval.
4. Video fines are now \$1.00 and because fines at the County Library are so much lower (.05) there was discussion on whether we should reduce ours to equal the county. Decision was to leave the fines at \$1.00.

Old Business:

1. Paperback bookrack is on sale and it was moved and seconded to buy it from Gaylord's.
2. The new vacuum cleaner has been purchased from Hoover and is working well.
3. Urn has been planted and placed on cemetery monument.
4. Were reminded there is no smoking in village buildings, or within 15 feet of building.
5. HVAC project update: (See Contract Change #2) The invoice was received from Architect Dave Siler. Pam Van Schoyck and Connie O'Brien will question Siler and Fry Mechanical on the discrepancies found in the change order.
6. Consumers will take care of outside lights. Barbara noted the scanner for the new computer is lost. Barbara had taken pictures of it in a box that verify it was there.
7. Maintenance agreements have been received from Fry, Adrian and Cross. Decision will be tabled for now. These letters are on file.
8. Interstate Glass estimate for new window in mechanical room was \$2,142.00. This was thought to be high, but moved and seconded to accept.

New Business:

1. Nothing has been done about a new computer table.
2. A memorial for Elsa Klenk was discussed. Possibly landscaping, but will wait for family ideas and wishes.
3. Other landscaping will be done after the building is power washed.

The meeting adjourned at 6:45.

Respectfully Submitted by: Sally A. Hagenbuch Date Dec. 5, 2000

August 17, 2000

The meeting of the Library Board was called to order at 5 p.m. in the Auditorium. All members were present, as were Barbara Klump and James Wonacott.

There were no communications from the corresponding secretary.

The Treasurer had nothing to report.

James Wonacott presented his plans for a retreat to be held at a later date. This is to include all functions of the Village government in hopes of improving communications between them. He extended an invitation to the Library Board to attend.

Old Business:

1. HVAC discussed with Wonacott.
2. Maintenance agreements were reviewed and Cross Heating & Cooling of Ida was accepted.
3. Full-time employment for Nancy Ramsden was discussed with Wonacott, and she can be brought up to full time in January.
4. A letter of resignation from Doug Winkler (custodian) was read, and two applications for the position on file.

Librarian Report:

1. Draperies are ready to be picked up at cleaners.
2. A thank you note will be sent to the Boy Scouts for helping move during HVAC work.
3. VFW request for permanent trophy display was denied. An offer to display it for a short period will be given.
4. Outside lights are still not working.
5. Remainder of Punch list was shelved.
6. Interstate Glass will replace window on August 18 and L. Southward will advise about new computer table.
7. Memorial for Elsa Klenk still pending.

New Business:

1. Phyllis Robertson's bequeath to Library was discussed in depth and a final decision was made to present to court for approval. Motion made and seconded.
2. Because of scheduling mix-ups, Underwood's will do a free application of fertilizer to the lawn.
3. Will have Jamie Rose do lawn mowing and weeding, and Christina James was hired as student help in the library.

The meeting was adjourned at 7:45.

Respectfully Submitted by: Sally A. Hagenbuch  
Sally A. Hagenbuch-Rec. Secretary

Aug 21, 2000  
Date

Thursday, September 20, 2000

The meeting of the Library Board was called to order by President Pam Van Schoyck at 4:00 p.m. in the auditorium. Cathy Case was absent.

The minutes of the last meeting were approved as read.

There were no communications.

The Treasurer reported that the discrepancies in the budget figures have been cleared to her satisfaction.

The Librarian will be having the short drapes cleaned by Lippens Cleaners. This will complete the cleaning of all drapes.

Old Business:

1. HVAC project still has some problems that were discussed. Punch list items still not finalized.
2. Cross Heating and Cooling has been contacted and accepted the maintenance work. They agree to two visits the first year of service, and will make first inspection on September 27.
3. Still no word from Interstate Glass regarding workroom window.
4. New custodian has been hired. Her son (15 yrs. old) will work with her if he can be covered by Workman's Compensation.
5. Estimates for new computer table came and a motion was made by Connie to have Southward make a smaller size than the other tables. Seconded by Ruth L.
6. "Allergy-Free Gardening" and "Taylor's Guide to Landscaping" were memorial books chosen for Elsa Klenk.
7. Outside lighting still not working properly. D.P.W. will be contacted again.
8. Full-time position for Nancy Ramsden - tabled.
9. Ruth Lyons will get more information on power-washing the building. Two bids have been received.

New Business:

1. Changing Salaried-Hourly work in Library Employee Guidelines was tabled until Wonacott can be present.

The meeting was adjourned at 5:00 p.m.

Next meeting scheduled for October 19, 2000, at 5:00 p.m.

Respectfully submitted by: Sally A. Hagenbuch  
Sally A Hagenbuch-Recording Secretary

Sept 20, 2000  
Date

Thursday, October 19, 2000

The meeting of the Library Board was called to order by President Pam Van Schoyck at 5:00 p.m. in the auditorium. All members and the Library Director were present. James Wonacott was also present.

Minutes of the last meeting were questioned on one item pertaining to estimates on computer tables. It should state that the cost to install and make four keyboard slides in the existing tables would be a total of \$280.00. The cost of making and installing two hard drive and APC enclosures would be a total of \$175.00. Barbara will search the catalogues for smaller versions of tables. Minutes then approved.

Communications: Barbara forwarded several communications to Cathy Case to answer.

Treasurer's Report: Budget discrepancies between the treasurer and the village office figures are still appearing. There was much discussion and Wonacott explained the village position. The treasurer suggested that a special account for gift purchases be opened. Wonacott will check with the auditors to see if this is a possibility starting the next fiscal year.

Librarian report given.

Old Business:

1. HVAC project update – A letter from D. <sup>Siler</sup> was read and has been forwarded to Frank Riley to answer.
2. Interstate Glass has installed the new window in the workroom.
3. Computer tables (see corrections in minutes of last month.)
4. Memorial landscaping for Elsa Klenk has been tabled until power-washing job is completed.
5. Outside lighting – A wire has been cut and light is still not working, although they claim it has been repaired.
6. It was discussed, with Wonacott present, how to create full time job with benefits for Nancy Ramsden. This will cost approximately \$6,000.00, plus benefits for this year. This is above budget. Connie O'Brien will work up a spreadsheet for next month to see where the extra funds occur. He stated that any work over 40 hours per week is considered overtime.
7. Ruth Lyons reported she had no communications from some of the power washing businesses. She has found several new ones and will give Barbara the names of several that will contact her.
8. Robertson Will – proposals for using money has been accepted by the court. Members have designated areas in which they prefer to work.

Reading Area: Ruth, Sally, Pam

Art: Cathy

Nature Series: Connie, Ken, Sally

New Business:

1. It was advised not to attempt to change Salaried – Hourly in Library Employee Guidelines.
2. A lengthy discussion was held on changing hours and possibly opening on Wednesday. Many problems were found, and it was decided to conduct a survey of patrons. Barbara has taken a body count of patrons on a four-week basis, but more input is needed. Ken and Barbara will work to create a comprehensive survey for patrons to answer.

The meeting was adjourned at 6:30 p.m.

Respectfully submitted by: Sally A. Hagenbuch  
Sally A. Hagenbuch-Recording Secretary

Date Oct 19, 2000

Library Board meeting was called to order at 5:00 p.m., November 16, 2000, in the auditorium by President Pam Van Schoyck. Barbara Klump was present. Ruth Lyons and Cathy Case were absent.

Minutes of the last meeting were approved with some explanations.

Communications: There were no communications as the corresponding Secretary was absent.

Treasurer's Report: Treasurer Connie O'Brien explained that \$8,600.00 is still owed to Fry Mechanical, and if this amount is applied to the 2000-2001 budget it will be greatly over-extended. She has requested in a letter to the Village Treasurer, Peg Nieman, that this amount is taken from the 1999-2000 budget, as it is under-budget. This amount is above and beyond the original money that was set-aside for the HVAC project.

An additional charge of \$3,000.00 is expected from architect, D. Siler, and grant money for this has been transferred to the general fund.

We will attempt to have councilman, J. Creps, attend a Library Board meeting in the near future to answer and explain their procedures, and for him to become more familiar with the Library Board.

Library Director's Report: One incident of a student using Adult sites on the Internet was reported. The parent was notified and was appreciative to know this. No further incidents.

Standing Committees for Robertson Will: (\$18,890.00)

1. Reading Area: Pam, Sally, Ruth (15% = \$2,847.00)
2. Art: Cathy Case
3. Nature Series: Connie, Ken, Sally (10% = \$1,898.00)

Old Business:

1. HVAC project update – Change orders are still incorrect. We agree to pay \$4,440.00. We are not paying change order #2.04 for \$1,888.00.
  - Pam explained fees on change orders. A permit fee was questionable and the figures will be renegotiated.
  - The Librarian is tabulating temperatures at various areas of the building, and in most places temperatures on the thermostat do not coincide with room temperatures. Barbara will contact Fry Mechanical concerning this.
2. Nothing from Lynn Southard.
3. A decision was made to landscape the south side of the building as a memorial to Elsa Klenk. More money was received in her memory with a request for books.
4. Plants need to be trimmed away from the building and the yard person will be instructed to do this.
5. Paul Barber, the electrician, will be here this week to correct the outdoor lighting. Sodium lights may need replacing.
6. Creating full time status for Nancy Ramsden: Connie explained that this would be possible. A motion was made by Connie O'Brien to make Nancy Ramsden full time status effective January 1, 2001, at the rate of \$8.50/hour. This was seconded by Ken and the motion carried.
7. Power washing: Are interested in Surface Renewal Painting Company bid at \$1,400.00. This is what our budget will allow. Ruth will try to get references.
8. Pam passed out copies of Library Employee Guidelines to all.
9. Connie and Ken gave favorable reports after attending the retreat for Village Departments. They heard many positive comments on the Library.
10. Barbara's patron survey for October was complete and she will continue for several months more.

New Business:

1. A suggestion was made to use e-mail for communications between us. Will try it.
2. Connie made motion and ~~Kim~~ <sup>KEN</sup> seconded it to purchase new shop-vac. Motion carried. Pam will purchase it.

Meeting adjourned at 6:30 p.m. Next meeting will be December 14, 2000.

Respectfully submitted by: Sally A. Hagenbuch  
Sally A. Hagenbuch-Recording Secretary

Nov. 21, 2000  
Date



Library Board meeting was called to order at 5:00 p.m., December 14, 2000, by President Pam Van Schoyck. All members and the Library Director were present.

Minutes of the previous meeting were accepted.

Communications: There were no communications reported by Correspondence Secretary, Cathie Case.

Treasurer's Report: The Treasurer reported the budget for 2000-2001 is on target. In reference to the treasurer's questions about using 1999-2000 monies to cover sum still owed Fry Mechanical, J. Wonacott will explain the situation to us and adjust the 2000-2001 budget accordingly. The Treasurer requested the Library Director for lists of gift money given.

Library Director's Report: She explained that because we have only one computer on the Internet, we are not required to have a filter on it. She has listed some magazines that can be moved to the Robertson Will.

Questions were raised about receiving computers from the Gates Foundation, and if we had proper qualifications. A survey conducted for Wednesday hours has been tabled.

Standing Committees for Robertson Will:

1. Reading Area: Pam, Sally, Ruth held one meeting and formed general ideas as to what is needed. This was discussed with the board and several opinions were expressed. We will continue searching after the holidays.
2. Art: Cathy has researched possibilities and has located several Michigan resident nature photographers. Several more names were added to the list by other members.
3. Nature Lecture Series: Both Pam and Barbara have speakers in mind.

Old Business:

1. HVAC project update – A letter from Frank Riley to Fry Mechanical in response to their invoice of September 30, 2000, was distributed to all members. He enclosed a check of \$3,999.80 for the undisputed sum due them. He continued to list problems that have not been done, or improperly done. These items are listed in the Library report under punch list.  
There has been no response concerning marred bookshelves, or missing scanner. There has been no response to this letter from Fry Mechanical.
2. No response from L. Southward.
3. Klenk memorial still tabled.
4. The director reported that several outdoor lights blink on and off intermittently for no reason. Will notify Paul Barber (electrician) concerning this.
5. Ruth has one new possibility for power washing.

New Business:

1. Underwood Landscaping: A motion was made and seconded to accept the three-application lawn program.
2. Some suggestions for magazines for the Robertson Will were made.
3. Nancy Ramsden has tendered her resignation beginning January 2, 2001. We therefore must advertise for a new employee. Margaret Hans has indicated she would be willing to work more hours when needed. Connie motioned to place ads in the Adrian Telegram (on weekends) and in the Advance for two weeks. This is for a part-time employee (approximately 2.5 hours). This motion was seconded by Cathie Case.
4. It was then moved and seconded that starting January 1, 2001, we increase Margaret Hans pay by \$.30 per hour, bringing it to a total of \$8.25 per hour.
5. The new employee will receive a wage of \$7.50 per hour with a raise in six months according to policy. The first motion was amended to include a wage of \$7.50 per hour.
6. Pam handed out complete copies of Library Employee Guidelines to each member.

Meeting adjourned at 7:00 p.m.

Respectfully submitted by:

Sally A. Hagenbuch  
Sally A. Hagenbuch – Recording Secretary

Dec 19, 2000  
Date