

January 11, 2001

A special meeting of the Library Board and the HVAC contractors was called to order at 2:30 P.M. in the Library by Pam Van Schoyck. Present were members: Connie O'Brien, Pam Van Schoyck, Ken Nichols, Sally Hagenbuch. Library Director Barbara Klump was present, as well as Frank Riley and James Wonacott. The contractors were represented by Rodney Fry, Paul Barber, Electrician; Jason Hess, Krieghoff-Lenawee and David Siler, Architect. The purpose of the meeting was to clarify and resolve differences concerning the HVAC punch lists.

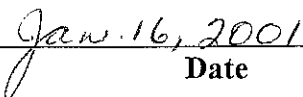
1. Damage done to the bookshelves in children's section: Rodney contended there was plastic and canvas covering over the shelves but said it was moved when work areas changed. Barbara maintains the marks were not there before work began. Rodney and others will examine them before making decision.
2. Damage and work not completed on north side of building, and around book drop will be taken care of by contractors.
3. All wiring has been repaired at end of project according to the contractors. Consumer's Power maintains that none of the damage is their responsibility. Barbara will check this. All but one light is now working.
4. Heat is still uneven throughout building and Fry Mechanical will have service man there soon. Bathrooms and back area have almost no heat at this time.
5. Fees for Asbestos Abatement permits were explained by Rodney in that he had contacted one company who began work and acquired permits. Later he switched to second company who completed work. This brought forth a lengthy and confusing conversation between both sides. Nothing was really resolved or clarified.

The board finally asked for a private meeting while the contractors examined the problems in the other areas. Frank Riley and James Wonacott were present.

A proposal by Frank Riley was made that we negotiate these problems with a settlement (monetary) that will resolve all, and end all responsibilities. They then agreed to this. Frank will have copies of this document for all parties.

Meeting adjourned at 4:30.


Respectfully submitted by Sally A. Hagenbuch


Date

LIBRARY BOARD MEETING

January 18, 2001 5 PM

The regular meeting of the library board was called to order by President Pam Van Schoyck. Others present were Ken Nichols, Connie O'Brien, Ruth Lyon, Cathie Case, and library director, Barb Klump. Sally Hagenbuch was absent.

Minutes of the December 14 were approved.

LIBRARY DIRECTOR'S REPORT:

- ◆ 9 applications have been received for library aide position; interviews will begin January 19
- ◆ Debra Stevens, custodian, will have surgery and will be unable to work in February and March; Lisa Patterson will substitute for Debra
- ◆ Reported that Fry Mechanical has corrected heating problem in restrooms, hall and auditorium entry and that Service Electric will be checking the light on the southeast corner of the building.

STANDING COMMITTEES FOR ROBERTSON WILL

- ◆ No reports

OLD BUSINESS

- ◆ Resolution adoption: a motion by Cathie, second by Ken, was made to approve the resolution written by Frank Riley; motion passed.
- ◆ Change Orders Approval: a motion by Ruth, second by Ken, was made to rescind the approval as Connie found a discrepancy in the final figure; motion passed
- ◆ A motion to pay in full for the HAVC project will be delayed until a new invoice is received from Fry Mechanical with the waivers/ affidavits from Siler. Connie questioned the warranties and where they are; the contract states that final payment is not to be paid until the owner has the warranties.

NEW BUSINESS

- ◆ Pay for substitute custodian: a motion by Cathie, second by Connie, was made to pay the current rate of \$8.00 per hour. Motion passed.
- ◆ Book cases' repair: a motion by Ken, second by Connie, was made to have Lynn Southward repair the tops of the wood shelving in the children's section with the least expensive method. Motion passed.

Meeting was adjourned at 6 PM.

Submitted by,

Cathie Case, acting secretary

RESOLUTION

At a regular meeting of the Schultz-Holmes Memorial Library Board held January 18, 2001, the following Resolution was unanimously adopted.

WHEREAS certain issues have arisen as to the installation of the HVAC system in the Library, and

WHEREAS the Board wishes to resolve these issues.

NOW THEREFORE BE IT RESOLVED that the Library Board shall accept the HVAC system installed by Fry Mechanical and its subcontractors as currently installed subject to the existing warranty.

BE IT FURTHER RESOLVED that the Schultz-Holmes Memorial Library shall assume all responsibility for repairs to the shelves, asphalt, seeding and sodding of the yard, holding Fry Mechanical, its officer, employees and subcontractors harmless from any and all liability thereon.

BE IT FURTHER RESOLVED that the retained funds currently held by the Village of Blissfield shall be forthwith released to Fry Mechanical and that the Schultz-Holmes Memorial Library shall pay \$542.00 of the bill from Asbestos Abatement.

BE IT FURTHER RESOLVED that the Blissfield Village Clerk be and hereby is directed to release the funds pursuant to this Resolution.

BE IT FURTHER RESOLVED that the Board President be and hereby is authorized to sign any work change orders required to effectuate this Resolution.

Pamela VanSchoyck
Library Board President

Sally Hagenbush

Sally Hagenbush
Library Board Secretary

February 8, 2001 – 5:00 P.M.

Library Board meeting was called to order by President Pam Van Schoyck in the auditorium. All members were present, as were Barbara Klump and Doug Hickman.

Minutes of Previous meeting were approved as presented.

Communications: No communications.

Treasurer's Report: All within budget

Report of Library Director: There is no word on the Internet situation as there may be a lawsuit pending. Survey for Wednesday hours has been tabled.

Standing Committees for Robertson Will Project: No reports.

Old Business:

1. HVAC project: Moved by Ken/seconded by Ruth to approve a new change order, as the figures by Fry on the previous one were incorrect. This motion passed. The final corrected amount is \$19,807.00. Moved by Connie/seconded by Cathy to pay this amount. Motion passed. This amount is to be taken from remaining funds collected for this project and from the general fund.
2. Designs for computer tables and repair for bookcases: Barbara has found pictures of computer tables that are acceptable. With accessories, Southard has estimated it at \$840.00. Connie moved/Cathie seconded to accept this. Motion passed. Connie will notify village to cut check for deposit.
3. Powerwashing: Two new bids have arrived. It was decided to eliminate several and get more detailed information from others before making a final decision.
4. Memorial Gift for Elsa: Tabled until after powerwashing.
5. Outside lights on south side and front: Still not working properly. Interstate Glass has sent estimates for new doors and framing. It is to have new locks. Much discussion followed over safety concerns with locks followed and was tabled. They have made an offer with repair of cracked window glass. Connie moved/Ken seconded to accept offer up to \$325.00 to repair cracked glass. Motion passed.
6. Wish List (1998): List was examined and much has been completed. Design consultant will be consulted to see if interior layout is using space to best advantage. A new scanner will be ordered to replace last one.

New Business:

1. Connie will begin preparation of new budget herself.
2. Slate of officers will be needed.

Meeting adjourned by President at 6:20 P.M.

Next Meeting is March 15, 2001, 5:00 P.M.

Sally A. Hagenbuch
Respectfully submitted by: Sally A. Hagenbuch

Feb. 8, 2001
Date

March 15, 2001

The regular meeting of the Library Board was called to order at 5 p.m. By the President Pam VanSchoyck in the auditorium.

All were present except Cathy Case.

Minutes of the previous meeting were approved.

Special Guests Mr. & Mrs. Jack Riley presented the library with 3 bound copies of the Schultz-Holmes boating accident on Lake Superior.

Communications -- None

Treasurer's Report:

Connie handed out fact sheets on the various items in the budget and explained them. At this time we are under budget. She is working with the village to redo the system of keeping track of our funds.

Library Directors Report:

The card tables will be sold at the book sale. Barbara will need a student for summer work. She will first contact Christina who worked last summer. The new person (Julie Nickolai) is working out satisfactorily.

Standing Committees for the Robertson Funds:

Connie, Ken and Sally are reporting some progress on the lecture series. No other reports.

Old Business:

1. Power Washing
It was moved by Connie and seconded by Ruth to hire Superior Deck and Powerwash to wash the building for \$395.00 provided he gives a copy of insurance and will cover the plants. Would prefer him to work on Wednesday.
2. Hand Dryers for restrooms – tabled.
3. Memorial for Elsa Klenk – tabled as well as landscaping until power washing is completed.
4. Outside lights still not working correctly.

5. Pam has contacted 2 safety systems companies and received estimates for installing them on the south doors. Much discussion held on our needs. They will be further investigated.

A motion was made by Connie and seconded by Ken to have Interstate Glass Co. replace south entrance doors for \$4,235.00. As specified in the bid and to replace cracked glass window in the children's area for an amount not to exceed \$165.00.
Motion passed

6. Budget

Connie explained the budget figures and will have architectural drawings made for front and south entrances. We will invite Marty Birkencamp (Architect for Timber Frame) to a board meeting. We will hire him for \$80.00/drawing.

Motion made by Ken and seconded by Pam to approve the budget.

Motion made by Connie and seconded by Ken to purchase a scanner not to exceed \$200.00 passed.

The book drop was discussed and holes in ground must be filled soon.

Election of Officers:

Connie Moved and Ken seconded – passed

President: Ken Nichols
Vice President: Ruth Lyons
Treasurer: Connie O'Brian
Corresponding Secretary: Sally Hagenbuch
Recording Secretary: Cathey Case
Members at Large: Pam VanSchoyck

Meeting Adjourned at 7:30 P.M.

Respectfully Submitted

Sally Hagenbuch - Recording Secy.

Corrected copy---

March 15, 2001

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All were present except Cathy Case.

Minutes of the previous meeting were approved.

Special Guests Mr. & Mrs. Jack Riley presented the library with 3 bound copies of the Schultz-Holmes boating accident on Lake Superior.

Communications – None

Treasurer's Report:

Connie handed out fact sheets on the various items in the budget and explained them. At this time we are under budget. She is working with the village to redo the system of keeping track of our funds. (Gift Funds Only)

Library Directors Report:

The card tables will be sold at the book sale. Barbara will need a student for summer work. She will first contact Christina who worked last summer. The new person (Julie Nickolai) is working out satisfactorily.

Standing Committees for the Robertson Funds:

Connie, Ken and Sally are reporting some progress on the lecture series. No other reports.

Old Business:

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6. Budget

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Motion made by Ken and seconded by Pam to approve the budget.

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Election of Officers:

Connie Moved and Ken seconded – passed

President: Ken Nichols

Vice President: Ruth Lyons

Treasurer: Connie O'Brian

Corresponding Secretary: Sally Hagenbuch

Recording Secretary: Cathey Case

Members at Large: Pam VanSchoyck

Meeting Adjourned at 7:30 P.M.

Respectfully Submitted

Sally Hagenbuch – Recording Secretary

LIBRARY BOARD

April 19, 2001 5 PM

The regularly scheduled board meeting was called to order by President Ken Nichols. All members were present.

Minutes of the March 15 meeting were reviewed and approved.

The treasurer's report by Connie O'Brien gave corrections to the March 15 report.

Special guest, Marty Birkenkamp an architect from Riverbend, was present and guided us in a brainstorming session for possible changes to the front entrance of the library. During the meeting, he looked closely at the building and came back at the close of the meeting with suggestions and more input from the board was offered. No decision was made, but Marty will have some suggestions by the next meeting.

LIBRARY DIRECTOR'S REPORT

- Barb will contact the county library about the Gateway hookup to the Internet
- Survey for Wednesday hours has been tabled
- Lisa Patterson is still working as custodian
- Landscaping project is tabled while other landscapers are contacted for bids.
- Lawn Care: a motion by Connie, second by Ruth, to hire Colin Harpst at a rate of \$25 for each mowing and \$50 for the spring and fall cleanup. For any additional work, Colin will be paid \$6.25 per hour, the student rate. Motion passed.
- Summer library aide: Christina James has agreed to work this summer at a rate of \$6.25 / hour.

STANDING COMMITTEES for ROBERTSON WILL

- Reading area: no report
- Art: no report
- Nature / history series: Connie will design a form which would grant permission from the speaker to record his/her talk.
 - A motion was made by Pam, second by Connie, to have Sally send a notice of the lecture series, made possible by the Phyllis Robertson estate, to Judge Charles Jameson, Shelby Raines, and Cecil Schmidt; motion approved.

OLD BUSINESS

- Power Washing: Superior Power Wash did this job on April 18; it was not effective and we were charged only \$95. A motion was made by Pam to pay Superior Power Wash for the effort. Motion passed.
- Ruth will contact Toledo Pressure Wash to find out what chemical would be used if that company were hired to power wash the building.
- Hand dryers: Iott Electrical has not yet come
- Elsa Klenk memorial: landscaping designs continue to be researched
- Outside lights: will have Iott Electrical look at these

A letter from David Siler was read and discussed concerning his request for the final payment on the HVAC project. Frank Riley and Jim Wonacott will be asked to give their advice before we pay this bill of \$3000. Barb will send a copy to Frank Riley; Jim Wonacott already received a copy of the letter.

Pam Van Schoyck announced her resignation from the board due to her upcoming move to Florida. Her resignation was accepted with deep regret. Pam recommended that the village council appoint Doug Hickman to fulfill her term.

With no further business, the meeting was adjourned at 7:15 pm.

Submitted by,



Cathie Case, recording secretary

NEXT MEETING.....MAY 17.....5 PM

LIBRARY BOARD MEETING

May 24, 2001 5 PM

The regularly scheduled board meeting was called to order by President Ken Nichols. Members present were Connie O'Brien, Ruth Lyon, Ken Nichols, Cathie Case, Doug Hickman, and former board member Pam Van Schoyck. Sally Hagenbuch was absent.

Minutes of the April meeting were reviewed and approved.

The treasurer's report was presented by Connie who predicted that we would be under budget by the end of June. She will talk to Jim Wonacott and Peggy Nieman about setting up a gift account.

LIBRARY DIRECTOR'S REPORT

- Barb is still doing a count for the survey on Wednesday hours: no action taken
- The Blissfield Township Fire Department is asking for donations to support its annual fire safety and burn prevention education program. It was approved to donate \$65 from the fine fund.

STANDING COMMITTEES FOR ROBERTSON WILL

- No committee work to report

OLD BUSINESS

- Power washing of the building: a motion by Ruth, second by Connie, was passed to hire Liedel Power Cleaning of Erie, Michigan to power wash the building and sidewalks. Before work is begun, a certificate of Liedel's insurance will be requested. Cost of the power washing will be \$1898.50 and \$250 for the sidewalks.
- Hand dryers for restrooms: an estimate of \$1665 from Iott Electric; no action taken; Ken will call the company and ask that they come to talk with us about electric hand dryers
- Discussion was held on the letter from David Siler in which he requested a final payment of \$3000. A motion by Connie, second by Ruth, was made to pay the \$3000 bill plus an additional \$1000 upon receipt of an invoice. Motion passed. Ken will request a new invoice for the total of \$4000.

A special welcome was given to **Doug Hickman**, newly appointed board member. **Pam Van Schoyck**, retiring board member, was given a gift for her years of service to the library.

Meeting was adjourned.

Submitted by:
Cathie Case, recording secretary

Next meeting: Thursday, June 21 4 PM

LIBRARY BOARD MEETING

June 21, 2001

The regularly scheduled board meeting was called to order by President Ken Nichols. Members present were Connie O'Brien, Ken Nichols, Cathie Case, Doug Hickman, Sally Hagenbuch, and former board member Pam VanSchoyck. Ruth Lyon was absent.

Minutes of the May meeting were reviewed and approved.

The treasurer's report was presented by Connie who said we now have account numbers for each budget area. (gift)

Marty Birkenkamp of Riverbend reported that he will not be working with the middle school students on the design options for the front and south entrances, but will work on his own and report back to us in July.

LIBRARY DIRECTOR'S REPORT

- ✦ Lynn Southward has completed the computer tables
- ✦ A technician has reset thermostats
- ✦ Internet is hooked up

STANDING COMMITTEES FOR ROBERTSON WILL

- ✦ Nature series: Oct. 2....Mitch on butterflies; Oct. 9....Greg Michno on Gen. Custer; Oct. 16....open

OLD BUSINESS

- ✦ Elsa Klenk Memorial Garden....board agreed to design and plant the garden itself
- ✦ Hand dryers for restroom....a motion by Doug Hickman, second by Connie O'Brien purchase the dryers from Iott Electrical at a cost of \$1600 and a 10-yr warranty. Motion approved.
- ✦ Office Computer...a motion by Cathie Case, second by Sally Hagenbuch was made to begin investigating the expense of a new computer and a dedicated Internet line for Barb's office. Motion carried. Cathie will contact K.C. Hufford for his input on computer needs and Internet hookup.

NEW BUSINESS

- ✦ Copy machine...a motion by Doug Hickman, second by Sally Hagenbuch, was made to allow Barb to purchase a new copy machine, not to exceed \$2500. Motion approved.
- ✦ Discussion was held on window washing, cleaning of the auditorium floor, and carpet cleaning. Barb will call ServiceMaster for an estimate and report at the July meeting.

Meeting was adjourned at 6 PM.

Submitted by,
Cathie Case, recording secretary

Next meeting: Thursday, July 19, 2001 4 PM

LIBRARY BOARD MINUTES

July 20, 2001 4 PM

The regularly scheduled board meeting was called to order by President Ken Nichols. Members present were Connie O'Brien, Ken Nichols, Cathie Case, Sally Hagenbuch, Ruth Lyons, and library director Barbara Klump. Absent was Doug Hickman.

Minutes of the June meeting were reviewed and one correction made: the treasurer's report should state that account numbers are assigned for each gift category. Discussion was held on the memo from Jim Wonacott concerning the budget and the need to "keep spending in line with the budget....there is little 'wiggle room' this year."

Barb presented a \$65 refund check sent from Gateway Computers by way of the county library.

LIBRARY DIRECTOR'S REPORT

- ❖ Barb reported that it would be possible to connect her new computer to the already-existing Internet connection, but that we will be responsible for the wiring to make the connection.

STANDING COMMITTEES FOR ROBERTSON WILL

- ❖ Nature series for Fall 2001: *Oct. 2*...Mitch Madich will talk on butterflies; *Oct. 9*...Greg Mitchel will speak on General Custer; *Oct. 16*...Pat Schoen will present a talk on prairies and oak savannas
- ❖ Reading area: discussion was held with Ruth, Sally, and Cathie volunteering to investigate furniture possibilities and the location of the reading area

OLD BUSINESS

- ❖ Elsa Klenk Memorial Garden: tabled
- ❖ Hand dryers: these have been installed in each public restroom
- ❖ Copy machine: a Sharp copy machine has been purchased from Office Plus in Adrian. Cost was \$2300 with a yearly maintenance agreement of \$420
- ❖ Office computer: a motion was made by Ruth, second by Connie, to purchase a Gateway computer for Barb's office at a cost of \$954 + \$95 for shipping. Motion approved.
- ❖ Library cleaning: a motion was made by Cathie, second by Connie, to request a new quote from Gritz's Janitorial for cleaning exterior glass, shampooing carpeted area, and stripping and recoating the tile floor in the auditorium, hall, and entrance. To be added to the quote is the cleaning of the glass between the library and auditorium. If the bid does not exceed \$700, Barb was instructed to give Gritz's the go-ahead to do the cleaning. Motion approved.

NEW BUSINESS

- ❖ Discussion was held on the possibility of hiring Christina James for part-time during the school year, specifically Saturdays and Thursday evenings. It was agreed that Christina's work is needed, but no formal action was taken.

With no further business, the meeting was adjourned at 5:45 PM

Submitted by,
Cathie Case



LIBRARY BOARD MEETING

August 16, 2001 4 PM

The regularly scheduled library board meeting was called to order by president Ken Nichols. Members present were Connie O'Brien, Ken Nichols, Cathie Case, Doug Hickman, Sally Hagenbuch, Ruth Lyons, and library director Barb Klump.

Minutes of the July 19 meeting were reviewed and approved.

The treasurer's report was reviewed by Connie O'Brien and approved as printed.

LIBRARY DIRECTOR'S REPORT

- ◆ K.C. Hufford connected the office computer to the Internet on August 16
- ◆ Gritz's janitorial will be cleaning on August 22 and August 29

COMMITTEE FOR ROBERTSON WILL

- ◆ Reading area--- Ruth presented pictures and fabric swatches for the proposed furniture for the reading area. A motion by Doug Hickman, second by Sally Hagenbuch, was made to accept the recommendation from Ruth Lyons and Cathie Case to purchase 2 chairs and 1 loveseat at an approximate cost of \$1750. Shipping is not included in this cost. 5 yes; 1 no. Motion approved.
- ◆ Nature / History lecture series will be October 2, 9 & 16 at the library auditorium.

OLD BUSINESS

- ◆ Elsa Klenk Memorial Garden---Dan Lake, a Boy Scout working on his Eagle Scout badge, has expressed his interest in working on this project. Connie will contact him to begin planning.
- ◆ Sign; discussion was again held on the possibility of a sign on the front lawn of the library. Jim Wonacott advised us that the zoning ordinance would prohibit such a sign. No further action taken.
- ◆ Handryers in restrooms: these have been installed. Barb mentioned that the walls in the restrooms are in need of touch-up painting where the former towel dispensers were attached. No action taken.

NEW BUSINESS

- ◆ Barb mentioned the possibility of allowing library personnel attend workshops which would then create a need to have someone cover for the library worker(s). No action taken.
- ◆ Ken discussed the upcoming retreat of boards sometime in September. Board members were encouraged to attend this meeting (date and time not yet announced) and give their suggestions for community needs.

Meeting was adjourned.

Submitted by,
Cathie Case

Next Meeting Thursday, September 20 5:00 PM

Library Board

September 20, 2001 5PM

The regularly scheduled meeting was called to order by President Ken Nichols. Members Connie O'Brien, Sally Hagenbuch, Doug Hickman, Ruth Lyons and library director Barbara Klump were present. Also in attendance were Jim Wonacott and Marty Birkenkamp. Cathie Case was absent.

Minutes of the August meeting were approved.

Librarian's Report:

- * Floors were polished. Gritz's Janitorial suggested tiles may need repaired in the future.
- * Some paint was found that perhaps could be used in the restrooms.

Communications Report:

- * Sally stated two gifts were given in memory of Alfred Kafer and Hal and Jo Heidbreder in the amounts of \$100 and \$50 respectively.

Treasurer's Report:

- * \$350 has been spent to date on the Phyllis Robertson Lecture Series. \$1,548 remains in the account.
- * Connie will check on the furniture bill of \$1,811. The bill was submitted on September 6, 2001 to the Village prior to their monthly board meeting.

Standing Committees for Robertson Will:

- * Nature Series: Connie presented the flyer (designed by Margaret) for the fall lecture series. Informational bookmarks will be available at various establishments. The senior citizen center, churches, and door flyers were submitted as suggestions to advertise. Also mentioned was the idea of mailed flyers to Village residents. Jim Wonacott estimated about \$200 for postage and Village would provide labels.
- * Reading Area: Furniture total: \$1,811 for two chairs and loveseat. No end tables or lamps purchased to date.
- * Art: No report.

Old Business:

- * Marty Birkenkamp presented sketch plans of the entrances. He still suggested having high school students develop/design models for experience.
- * Door would have to be to code if entrance changed to account for handicapped access.
- * Discussed options with bike rack, and mailbox.
- * Elsa Klenk Memorial Garden: Connie suggested Dan Lake needed to contact the Village prior to beginning the landscaping project.
- * Board retreat is next Thursday, September 27, 2001. RSVP needed by the 25th. Contact Ken.

Meeting was adjourned.

Submitted by,

Ruth Lyons, Vice-President

Next Meeting, October 18th at 5PM.

LIBRARY BOARD MINUTES

OCTOBER 18, 2001

President Ken Nichols called the regularly scheduled meeting to order. Those also in attendance were Doug Hickman, Sally Hagenbuch, Connie O'Brien, Barb Klump, and Dan Lake. The absent members were Ruth Lyons and Cathie Case.

Minutes from the September 20th meeting were approved after corrections.

Communications for the previous month included a thank you card to the Village for the purchase and donation of code books to the collection and thank you cards to the speakers for this month's Phyllis Robertson Lecture Series.

The Treasurer's Report noted an electric usage increase. Connie has agreed to review previous years' usage to determine if the increase is typical for this time of year. Connie will also be checking with Peggy Nieman and Barb for clarification of the Gift Accounts.

Library Director's Report

- *Barb will be sending two workers to a workshop in Jackson on Nov. 2.
- *Doug painted the bare spots from the replacement of the driers in the restrooms.
- *Cross Heating arrived Sept. 20 to do HVAC maintenance

Standing Committees for Robertson Will

- *The furniture for the reading area arrived. Tables and lamps still need to be ordered.
- *Plans are under way for May 2002 Robertson Series
- *A list of items and incidentals needed for the series was also discussed.

Old Business

- *Nothing new on the Front Entrance planning.
- *Committee of Ken and Doug will look into options for a sandwich board sign.
- *Dan Lake presented various costs for materials to complete the Elsa Klenk Memorial Gardens. Work is to begin Oct. 20 and be completed Oct. 27.
- *Outside lights still not working properly. Ken will contact Iott Electric.

New Business

- *Previously made long range plans were reviewed. Discussion centered on looking at what the Library could encounter in the future.
- *Library Board representation was discussed to have better information on the happenings of other village boards.
- *Ken asked those present to review their roles/office and determine suggestions for change and improvements for efficiency.

Respectfully Submitted,

Ken Nichols, President

LIBRARY BOARD MINUTES

NOVEMBER 15, 2001

President Ken Nichols called the regularly scheduled meeting to order. Those also in attendance were Doug Hickman, Sally Hagenbuch, Connie O'Brien, Barb Klump, and Ruth Lyons. Absent was Cathie Case.

Minutes from the October 18th meeting were approved.

Communications for the previous month included a thank you card to Pat Schoen and a thank you from an elementary student for the library's provision of safety books for the Fire Department's presentation to the Elementary School. A thank you will be sent to Dan Lake for his work on the Elsa Klenk memorial landscaping.

The Treasurer's Report continued the issue of electric usage increase. Connie has agreed to acquire a usage statement from the electric company.

Library Director's Report

- *Susan and Margaret are preparing a report of their attendance at a workshop.
- *Outside lights are repaired. Problem may still exist with southeast corner light.
- *Barb will be looking into acquiring a filter for one of the Internet computers. There was an incident with some underage minors viewing pornographic sites.

Standing Committees for Robertson Will

- *Ideas for end tables and lamps were discussed.
- *Plans are under way for May 2002 Robertson Series

Old Business

- *Nothing new on the Front Entrance planning.
- *\$470 is the estimate for a sandwich board type sign. A visual description is to be presented at the next meeting before any voting takes place.
- *Previously made long range plans were reviewed. Discussion centered on looking at what the Library could encounter in the future.
- *Library Board representation was discussed to have better information on the happenings of other village boards.
- *Ken asked those present to review their roles/office and determine suggestions for change and improvements for efficiency.

New Business

There was no new business.

Respectfully Submitted,

Ken Nichols, President

LIBRARY BOARD MEETING

December 20, 2001

The regular monthly meeting was called to order by President Ken Nichols. Members Connie O'Brien, Sally Hagenbuch, Doug Hickman, Ruth Lyons, Cathie Case, and library director Barb Klump were present. Minutes of the November meeting were reviewed and approved.

TREASURER'S REPORT

There was a question about an estimated electric bill in the summer; Connie will do some further checking. Notice was received of the gift for \$10,000 from the Carol Goff Living Trust.

LIBRARY DIRECTOR'S REPORT

- † Jim Wonacott requested the use of the auditorium for 6 Tuesdays in March and April for a citizenship class
- † The annual book sale is scheduled during Library Week in April and setup would be on a class night; Barb will work out the details with Jim.

Gifts:

\$400.00	given by David and Sandra Porter
\$200.00	given by Margaret Porter
\$100.00	given by Ruth Schneider in memory of Leonard J. Schneider
\$60.00	given by Jim and Connie O'Brien in memory of Elsa Klenk
\$11.76	given by Evan Schnabele to purchase a book in honor of his teacher, Carol Brink

STANDING COMMITTEES for ROBERTSON WILL

- † Reading area: a motion was made by Doug Hickman, second by Connie O'Brien to purchase a lamp table for \$299 and a lamp for \$199. Motion approved.
- † Art: it was suggested that slides taken by Phyllis Robertson might be enlarged and framed; Cathie, Sally, and Connie will look into this
- † Nature Series: **April 30**--Gary Koppelman will talk about the Blissfield Environmental Life lab;
- † **May 7**--Frank Baker will discuss the proposed riverwalk park in Blissfield; **May 14**--Melissa Growden will speak on the World War II Memorial in Washington, D.C.

OLD BUSINESS

- † Doug Hickman will continue to investigate a sign for the front lawn of the library
- † Discussion was held on board members and officers roles and the possibility of attending meetings of other village boards and council; no action taken

NEW BUSINESSES

- † Elsa Klenk memorial painting: Connie and Ken are looking into this
- † Proposed library projects: the purchase of lockers for the employee's room, a new circulation desk, a reader printer, the purchase of a slide projector, and the repair of the grandfather clock were put at the top of the wish list for 2002.
- † Circulation desk: a motion by Connie O'Brien, second by Sally Hagenbuch, was made to use the Carol Goff gift money to purchase ~~of have~~ custom-made ~~a new~~ circulation desk. Motion approved.

Meeting adjourned at 7:15 P.M.

Submitted by,
Cathie Case, secretary