

## **LIBRARY BOARD MEETING**

January 17, 2001 5 PM  
2002

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

### **COMMUNICATIONS**

Barb reported that Sally had sent a thank you note to the Carol Goff estate and Evan Schnabele.

### **TREASURER'S REPORT**

- ✦ The treasurer's report was reviewed and accepted.
- ✦ A review of the pay for the part-time help was reviewed, and after a discussion, a motion was made by Connie, second by Doug, and approved, to increase pay as follows:

Margaret	from \$8.75 to \$9.50
Julie	from \$8.00 to \$8.50
Christina	from \$6.25 to \$6.75
Nathan Paul	remain at \$6.25

These increases will go into effect January 28, 2002

### **LIBRARY DIRECTOR'S REPORT**

- ✦ Approval was given to purchase a \$50 gift certificate to the Hathaway House / Stable as a thank you to K.C. Hufford for his help in connecting the office computer to the Internet.
- ✦ A motion was made by Doug, seconded by Connie, to purchase lockers for the employees' room, not to exceed \$650. Motion approved.

### **OLD BUSINESS**

- ✦ Sign update---no report
- ✦ Front & South Entrance---no report
- ✦ Review of officer's and Board Member's roles---discussion on how to become more aware of other village boards' activities. An idea was to post this information on the village web site.
- ✦ Elsa Klenk memorial painting---Tara Vassar has been contacted for ideas

With no further business to conduct, the meeting was adjourned at 6 PM.

Next meeting on February 21, 2002 at 5 PM.

Submitted by,  
Cathie Case, secretary

**LIBRARY BOARD MEETING**  
**February 21, 2002**

The regular monthly meeting was called to order by President Ken Nichols. Members Connie O'Brien, Ken Nichols, Doug Hickman, Ruth Lyons, Cathie Case, Sally Hagenbuch, and library director Barb Klump were present. Minutes of the January 17 meeting were reviewed and approved.

**COMMUNICATIONS**---none

**TREASURER'S REPORT**

- Connie O'Brien present the proposed 2002/2003 budget for review and discussion.

**LIBRARY DIRECTOR'S REPORT**

- Barb presented a memo from Woodlands Cooperative with an update on the Children's Internet Protection Act with a list of things that must be in place by July 1, 2002
- The lockers for the employees' workroom have been delivered and will be installed. Total cost, including base, was \$561.49.
- Discussion was held on Margaret's expressed interest in increasing her hours. A motion by Connie, seconded by Ruth, was made to increase Margaret's hours from 15 to no more than 25 per week, effective immediately. Motion approved.
- Steve Iott has not given a bid for the new light.
- A staff member has requested a plan for handling disasters. Barb will call Frank Riley and Gary Lombard for recommendations on setting plan into action.

**OLD BUSINESS**

- Ruth presented an invoice for the lamp table for the new reading area. Ruth made a motion, seconded by Sally, to pay the \$30 for delivery and assembly of the table. Motion approved.
- Work on the front and south entrances has been tabled indefinitely.
- Connie and Ken have met with Tara Vassar who will do some sketches for our approval for the Elsa Klenk memorial Painting. Connie made a motion, seconded by Doug, to take up to \$200 from the budget to help pay for the painting. Motion approved.
- Discussion held on the portable sign; no action taken.

**NEW BUSINESS**

- Ruth Lyons presented the board with her resignation, effective immediately. The board accepted it with deep regret. ☹

With no further business to conduct, the meeting was adjourned at 6:30 pm.

Submitted by,

Cathie Case, secretary

**NEXT MEETING.....MARCH 21**

**LIBRARY BOARD MEETING**  
March 21, 2002 5 pm

The regular monthly meeting was called to order by President Ken Nichols. Members present were Sally Hagenbuch, Karen Coopshaw, Cathie Case, Doug Hickman, Connie O'Brien, Ken Nichols, library director Barb Klump and village administrator Jim Wonacott. Karen Coopshaw was welcomed as the newly elected board member. Minutes of the February 21 were reviewed and approved.

**TREASURER'S REPORT**---Connie O'Brien

- Jim Wonacott was present to discuss with us the library budget as well as the village's financial situation and how it affects the library's budget. He answered questions and concerns from board members. Our budget proposal is due to the village by April 5.
- Jim mentioned that the library's trust / savings fund must have a budget.
- A review and lengthy discussion was held on the proposed 2002-2003 library budget with some changes made.
- Discussion was held on possible purchases and their priority with estimated costs for budget purposes.
- Since the replacement of the large front windows is a high priority item, a motion was made by Doug Hickman, seconded by Connie O'Brien, to purchase front glass windows at a cost of \$7857.00. Motion approved. \$6000 will come from the current budget and the balance will be paid from the Carol Goff memorial fund.
- Connie O'Brien made a motion, seconded by Doug Hickman, to amend the motion of December 20, 2001 regarding the Carol Goff allocation for the circulation desk. by allowing \$1857.00 for the front windows and the remainder for the circulation desk. Motion approved.

**COMMUNIATIONS**---Sally Hagenbuch

- Sally sent thank-you's to Carma Marks and Tim Tiede.

**LIBRARY DIRECTOR'S REPORT**---Barb Klump

- Barb purchased a gift certificate for K.C. Hufford as a thank you for his work on the computer.
- Gift money was received from Dwight and Carolyn Klump and from Mary Gregg for book purchases. *Day Care group*

**OLD BUSINESS**

- Sign---Doug Hickman made the motion, seconded by Cathie Case, to purchase a lawn sign at a cost of \$129.50. Motion approved.
- Elsa Klenk memorial Painting---no report
- Grandfather's clock---Cathie Case will investigate cost of having it repaired
- Blinds for front windows---Cathie Case will check into getting bids on cost of purchasing vertical blinds

**NEW BUSINESS**

- Policy for checking out materials when owing a fine: discussion was held on this problem. A committee, consisting of Doug Hickman, Ken Nichols, and Barb Klump, will gather information and make a recommendation to the board in May.

Election of officers:

*President---Ken Nichols*  
*Vice Pres---Doug Hickman*  
*Treasurer---Connie O'Brien*  
*Secretary---Cathie Case*  
*Corresponding secretary---Sally Hagenbuch*  
*Membership---Karen Coopshaw*  
*Member-at-large*

With no further business to conduct, the meeting was adjourned at 7:30 pm.

Submitted by,  
Cathie Case, secretary

*Notification of Rest will*

**Subject: Board Minutes**

**Date:** Thu, 25 Apr 2002 14:06:04 -0700 (PDT)

**From:** doug hickman <hodgepodgehouse@yahoo.com>

**To:** Cathie Case <tbt@cass.net>, Karen Coopshaw <kcoopshaw@kapnick.com>, Barb Klump <bklump@monroe.lib.mi.us>, Ken Nichols <reepicheep@tc3net.com>, "Connie O'Brien" <jobrien@tc3net.com>

LIBRARY BOARD MEETING  
April 18, 2002

The regular monthly meeting was called to order by President Ken Nichols. Members present were Sally Hagenbuch, Karen Coopshaw, Doug Hickman, Connie O'Brien, Ken Nichols, and Library Director, Barb Klump. Cathy Case was absent. The Minutes of the March 21, 2002 meeting were read and with the following amendments, reviewed and approved. Library Director's Report: "Mary Gregg" should read: "Mary Gregg's Day Care Children".  
New Business: Board informed of intended Rost Bequest.  
Election of Officers: Lists Karen Coopshaw as "Membership" - should read "Member at Large"

**TREASURER'S REPORT - Connie O'Brien**

- Budget presented for 2002 - 2003. Motion to accept budget made by Doug Hickman, seconded by Sally Hagenbuch, motion carried.
- Budget for 2001 - 2002 reviewed. Treasurer Connie O'Brien noted (remote) possibility of surplus by July.
- Gift Budget presented, additions/changes may be made as needed, and motions accepted to same at that time.
- Treasurer Connie O'Brien presented Board with bronze memorial plaque for Elsa Klenk to be placed on Library exterior near Elsa Klenk memorial garden.

**COMMUNICATIONS Sally Hagenbuch**

- Gift Certificates sent to:  
K C Hufford
- "Thank yous" sent to:  
"Aunt Mary's Kids" Mary Gregg Day Care  
Dwight and Carolyn Klump (for Connie Nine)  
Virginia Pruett (for Menda Young Blain)

**LIBRARY DIRECTOR'S REPORT Barb Klump**

- Librarian report received.
- Librarian considering future student worker to replace Kristina James (who will finish up this summer).
- Librarian would like to invite Village Maintenance Personnel to check roof for damage from toilet-papering incident. Board agreed that would be prudent.

**OLD BUSINESS**

**STANDING COMMITTEES**

- READING AREA - Sally Hagenbuch, Cathy Case**
- Table arrived. Lamp placed on it. Money remaining in account, approx. \$400.

- Grandfathers' clock may be fixed at little or no cost by Peter Durbin. Cathy Case volunteered (by board) to investigate further.

ART - Cathy Case, Connie O'Brien

- Photographs printed. One framed and matted.
- More photos to be printed, and another frame to be purchased.
- Artwork may (due to reasonable cost of printing)

be

rotated (different pictures in same frames) through display area in Reading Area - other display areas may be considered in future

(soffits,

area above magazine shelves, etc.).

- Memorial Painting ("Roses") should be done in May.

#### NATURE SERIES

- Connie O'Brien has assembled a box of items for Nature Series Speakers and Library Board. Items to be stored in locker.
- Connie O'Brien will be preparing introductory statements for Ken Nichols to deliver during lecture series.
- Suggested that Board members "Keep an eye open"

for

future speakers.

- Ken Nichols will be approaching Village Office for use of Village sign.
- Doug Hickman will continue notifying cable companies, newspapers, etc.

POLICY Barb Klump, Ken Nichols, Doug Hickman

- Development of check-out/fine policy tabled.

EQUIPMENT Doug Hickman

- will continue looking into microfilm reader/scanner

printer. Appears that prices may have gone down over last few years. Given budget constraints, purchase not likely soon.

PHYSICAL PLANT Ken Nichols

- Looked into estimates of other glass companies for front windows. There is quite a range in prices, so Ken Nichols will look into details of estimates to be sure we're comparing "Apples to apples". Savings in this area could be passed on to other committees' areas of concern.

#### NEW BUSINESS

- Gift for Ruth Lyons for service to Library Board
  - Retreat of the Boards NEXT WEEK April 25, 7:00 P.M.
  - Donation to Blissfield Township Fire Department
- Connie O'Brien moved that Township Fire Department be given \$65.00 out of fines to NATIONAL FIRE SAFETY COUNCIL. Seconded by Karen Coopshaw. Motion

carried

- Bookmarks advertising Nature Series Lectures passed out to board members.

Meeting adjourned at 6:30 P.M.

Submitted by Doug Hickman, Vice President (Secretary, Pro Tem)

Do You Yahoo!?

## **LIBRARY BOARD MEETING**

May 16, 2002 5 PM

The regular monthly meeting was called to order by President Ken Nichols. Members present were Ken Nichols, Sally Hagenbuch, Doug Hickman, Karen Coopshaw, Cathie Case, Connie O'Brien, and library director Barb Klump.

The minutes of the April meeting were reviewed and approved. The treasure's printed report was reviewed, discussed, and approved.

### **LIBRARY DIRECTOR'S REPORT**

- Barb reported that the mat in front of the checkout desk is in poor condition and needs to be replaced. A motion was made by Doug, seconded by Karen, to purchase a new mat with the cost not to exceed \$500. Motion approved.

### **NATURE SERIES 2002 COMMITTEE**

- Discussion of ideas for fall programs. Connie and Cathie presented information about meeting with Kimberly Davis, an instructor at Adrian College and the director of the Sojourner Truth Technical Training Center which collects and disseminates information on the Underground Railroad. There is a strong possibility that Frederick Douglas IV will be in the county in September or October to do presentations. Kimberly said it might be possible to have him as a speaker.

### **OLD BUSINESS**

- Elsa Klenk Memorial Painting---painting is finished and is hanging in the library
- Front window replacement---Ken reported that he asked Interstate ~~and the two other~~ bidders to re-bid ~~their~~ quotes, using high strength glass in all windows. The new bid from Interstate was \$5525, while the bid from Henderson was \$5800 and from Maple City, \$4800. Ken will call Interstate to schedule a time to replace the front windows.

### **NEW BUSINESS**

- Approval was given to purchase a \$30 gift certificate for former board member, Ruth Lyons.
- Sally planted the urn at the cemetery at a cost of \$9.00\*

With no further business, the meeting was adjourned at 6:20 PM. The next meeting will be June 13 at 4 PM.

Submitted by,  
Cathie Case, secretary

## LIBRARY BOARD MEETING

June 13, 2002 4 PM

The regular monthly meeting was called to order by President Ken Nichols. Members present were Karen Coopshaw, Ken Nichols, Connie O'Brien, Sally Hagenbuch, and Cathie Case. Doug Hickman was absent.

The minutes of the May meeting were reviewed with one correction made: under "old business", only Interstate was asked to re-bid the front window replacement.

The treasurer's report was reviewed and approved.

### LIBRARY DIRECTOR'S REPORT

- Barb checked with both Gilson's and Blissfield Lumber about the floor mat replacement. Blissfield Lumber will measure the area and give a bid.
- On May 30, a small group of Headstart children visited the library to listen to a story, to review library rules, and to get better acquainted with the children's area of the library.
- Karen will send an updated copy of the county library's Internet policy
- Jan Luce, DPW, installed a new deadbolt lock on the back door, at Barb's request

### OLD BUSINESS

- Doug Hickman, Ken Nichols, and Barb Klump have met to develop a new policy on checking out materials when a person has fines due.
- Front window replacement: the process will begin June 17 or 18 with the invoice by the end of June

### NEW BUSINESS

- Purchase of small refrigerator and microwave: Connie made the motion, seconded by Karen, to purchase a small refrigerator and microwave for the workroom with the total cost not to exceed \$400. Motion approved.
- Ken brought up the idea of writing a mission statement for both the board and the library. No action taken.
- Approval was given to the Historical Society and Chamber of Commerce to use the auditorium for the "Town Hall Meeting" on July 19 at 7 PM. The "Town Hall Meeting" concerns Blissfield's role in the Underground Railroad and will be directed by Kimberley Davis, director of the Sojourner Truth Technical Training Center at Adrian College.
- Rental of auditorium to non-profit organizations: discussion was held on what organizations should pay to rent the auditorium. No action taken.

With no further business, the meeting was adjourned at 6:15 PM.

Submitted by,

*Cathie*  
Cathie Case, secretary

## **LIBRARY BOARD MEETING**

July 18, 2002 4 PM

The regular monthly meeting was called to order by president Ken Nichols. Members present were Connie O'Brien, Ken Nichols, Karen Coopshaw, Cathie Case, and library director Barb Klump. Sally Hagenbuch and Doug Hickman were absent.

The minutes of the June meeting were reviewed and approved. The treasurer's report was reviewed, discussed and given approval.

### **LIBRARY DIRECTOR'S REPORT**

- Barb purchased a Sears microwave and small refrigerator for the workroom. Total cost was \$249.87.
- **Front Desk Bid:** Barb showed plans submitted by Lynn Southward for the new front circulation desk. Connie made a motion, seconded by Karen, to allot \$4000 for Lynn Southward to build this desk and place corkboard on the existing bookrack. The cost of the desk / computer storage area will be \$2675. A table / book rack will cost \$595 and the corkboard for an existing book rack will cost \$95. Funds will come from the Carol Goff trust. A 50% deposit is required with acceptance of the proposal. Motion approved.
- **Shelving for newspapers:** discussion was held on replacing the newspaper sticks with shelves which Lynn Southward could make from leftover shelves. Cost would be no more than \$50 labor. No action taken.

### **OLD BUSINESS**

- **New policy on fines** and checking out books: Cathie made a motion, seconded by Connie, to accept the new policy, with amendments, as proposed by the committee of Doug, Ken, and Barb. Motion approved. The policy reads as follows:

*No items can be checked out if a patron owes fines of \$5.00 or more. If there are items overdue, those items may be renewed to prevent fines from increasing. No new items may be checked out until overall fines become less than \$5.00*

*Library cards cannot be renewed if a patron owes fines of \$5.00 or more or has overdue items.*

This policy will be sent to the county library for review before it is publicized.

- Grandfather's Clock: Pete Durbin has agreed to repair the clock.
- Blinds for front window: Cathie will contact possible sources for bids.
- **Vision Statement:** will continue to work on this. Ken and Karen each prepared and read their statements.
- **Informal use of auditorium:** Barb will use her discretion when a small group requests use of the auditorium

### **NEW BUSINESS**---none

With no further business, the meeting was adjourned.

Submitted by,

Cathie case



## **LIBRARY BOARD MEETING**

August 29, 2002 4 PM

The regular monthly meeting was called to order by President Ken Nichols. Members present were Connie O'Brien, Ken Nichols, Karen Coopshaw, Cathie Case, Sally Hagenbuch, Doug Hickman, and library director Barb Klump.

The minutes of the July meeting were reviewed and approved with one correction: the table / bookrack will cost \$595. The treasurer's report was reviewed, discussed, and approved. There were no communications.

### **LIBRARY DIRECTOR'S REPORT**

- Barb gave out copies of the newest report on filtering software for the *Internet*
- Barb reported that *Al Smith* Construction has been *parking his vehicles* in the library's lot while working in the neighborhood. If it happens again, Barb is to talk with Al about the parking. If he doesn't cooperate, Barb is to call Ken Nichols who will then speak to James Wonacott about the problem. No letter is to be written to Al Smith.
- **Backpacks:** discussion was held on establishing a policy about checking patron's backpacks. Barb is to check with the county librarian if the county has a policy. No action taken.
- **Cross Heating and Cooling:** The quarterly maintenance was done on August 12; the technician found unit #2 low on refrigerant. Barb is to check out the warranty on the air conditioning system, and contact Frye Mechanical, ?
- **Gift books:** Laura Binns donated *Gun Monkeys*, by Victor Gischler; Mike Haddix donated a one-year subscription to *Air and Space* magazine.
- Approval was given to allow *Christina James* to continue to work one evening and Saturdays.
- **Fee for non-sufficient funds checks:** discussion was held about this possible addition to the policy for checking our materials when having fines. No action taken until more information is obtained from the county on their fine issue.
- **Tree trimming by village:** Ken will check with Jim Wonacott to find out why the village wants to take over lawn care and tree trimming. Will snow removal be included?

### **OLD BUSINESS**

- The Phyllis Robertson fall lecture series will be as follows: Nov. 5—*Kimberly* Davis;  
Nov. 12—Gary Holmes; Nov. 19—Frederick Douglas IV
- Barb gave out copies of other libraries' mission statements; brief discussion was held; no action taken. Members are to continue with ideas on a mission statement for the library.

### **NEW BUSINESS**

- It was agreed to continue to meet at 4 PM

Meeting adjourned at 5:30 PM.

**The next meeting will be Sept. 19 at 4 PM.**

Submitted by,  
Cathie Case, secretary

## **LIBRARY BOARD MEETING**

September 19, 2002

The regular monthly meeting was called to order by Ken Nichols, president. Members present were Karen Coopshaw, Sally Hagenbuch, Connie O'Brien, Doug Hickman, Cathie Case, and library director, Barb Klump. The minutes of the August meeting were reviewed, corrected, and approved. The correction made was Barb Klump was not to contact Frye Mechanical about the HVAC warranty.

There was no treasurer's report due to the Village Treasurer being busy with taxes.

Sally reported that she sent thank you notes to Laura Binns, Al O'Mara, and Mike Haddix.

### **LIBRARY DIRECTOR'S REPORT**

- Barb faxed a message to Frank Riley concerning plans in the event of a disaster and the legality of checking backpacks of patrons. No response at meeting time.
- Kiwanis gave 3 children's books: *Scooby-Doo*, *Time for Kids Almanac 2003*, and *Why? The Best Ever Question and Answer Book about Nature, Science, and the World around You*.
- Interstate Glass was notified about possible leaks in the workroom window.

**STANDING COMMITTEES FOR ROBERTSON GIFT MONEY:** no reports

### **OLD BUSINESS**

- **Policy for checking out materials when having fines:** A motion was made by Cathie, seconded by Doug, to post and publish the fine schedule, which will begin January 1, 2003. Motion approved. The fine schedule was approved at the August meeting and is found in the August minutes. *July*
- **Non-sufficient funds checks:** Connie will check with Peggy Nieman about how NSF checks would be handled by the village. No further action taken at this time.
- **Blinds for windows:** Cathie reported that two representatives from Carpet One in Adrian measured the windows on September 16 for vertical blinds. The windows being considered for blinds are the large front windows, the window above the front door, and the workroom window. Carpet One had not faxed a quote at meeting time.
- **Microfilm reader:** Doug will have a presentation at the October meeting.
- **Tree trimming / lawn care:** Ken reported the Village Council is concerned that the DPW is not used for this work and money is spent that doesn't need to be spent. Discussion was held on the problems we would have if the DPW did this work, especially with a snow fall after their work hours or on the weekend. Concerns about weeding, raking, and shoveling of snow were discussed. *Barb volunteered to check her time records of the part time help who has done this work previously. Council would like information on what the board has spent over the past three years.* *Ken asked (Ken suggested last 3 yrs.?)*
- **Vision Statement:** the following statement was adopted:

*The mission of the Schultz-Holmes Memorial Library is to provide cooperative assistance, utilizing library resources for locating information in various media for the educational, instructional, personal, and recreational needs of the community.*

### **NEW BUSINESS**

- It was agreed to keep the meeting start time at 4PM year around. Members who will be absent need to notify the president.
- Barb will call Frye Mechanical about the leak in the air conditioner to see if the system is still under warranty.

Meeting adjourned at 5:15 PM.

Submitted by,  
Cathie Case, secretary

**LIBRARY BOARD MEETING**  
**Thursday, October 17, 2002**

The meeting was called to order by Ken Nichols @ 4:00pm. Also present were Barbara Klump, Connie O'Brien, Sally Hagenbuch, Karen Coopshaw, Doug Hickman, and Jim Wonacott.

**MINUTES FROM PREVIOUS MEETING:**

Minutes from the last meeting had 2 corrections:

\*\*"Treasure" needs the addition of an "r"... to be corrected to "Treasurer."

\*\* Tree trimming & Lawn care - Council did not request information on what the board has spent over the past 3 years. This was Ken's suggestion.

Minutes were approved as corrected.

**TREASURER'S REPORT:**

We were presented with the August report at this time. There were items on the report that were hi-lited that Connie talked to Jim Wonacott (as he was in attendance at the meeting) to have then returned to the 2001-2002 budget. These items were turned in as bills prior to the 2002-2003 fiscal year. There was a concern over a \$43.01 charge under the Gift Expense account that Connie requested to be moved to another general ledger number. Jim felt these items had already been corrected in the September report, but he advised he would check into the concerns and handle them.

**COMMUNICATIONS:**

Sally sent out two thank you notes:

\*\* Ann Miller for donating some National Geographic magazines

\*\* Roger Schoonover, Kiwanis Club representative, for donating some Children books

Barb advised Sally that Ann Miller also donated a table and 4 chairs to our work room. Sally will send her our note of thanks.

**LIBRARY REPORT:**

\*\*Letter from Frank Riley reference a disaster/tornado plan was presented to the Board. We will take no further action at this time in developing a Disaster Plan. We will contact Mr. Riley in the future as the need arises.

\*\*Doug Case will be contacted to mount the clock prior to Mr. Durbin repairing it.

\*\*Frye Mechanical advised us that refrigerant leaks have a one year warranty only. They are not included in the 5 year warranty.

\*\*The website of [www.mel.org](http://www.mel.org) has a great wealth of information at this Library of Michigan site.

#### STANDING COMMITTEES:

\*\*Reading area - no report

\*\*Art - It will be possible to have Seasonal pictures displayed.

\*\*Nature Series 2002 - Connie reported all is set for the November meetings. Brochures and posters were distributed for us to advertise these meetings. Barb will advertise the series on the sign in front of the Library. Doug will contact the Advance, Telegram, Cable network and the Village office (use of the sign at the park). Sally will distribute posters at the schools.

#### OLD BUSINESS:

\*\*NSF Checks - Connie talked with Peggy N. about the Village procedure. The writer of the check is sent a letter and the information is given to the police department. It was decided that no formal publication of this procedure would be needed at this time.

\*\*Blinds - Ken will email Cathie and advise her of two sources: Budget Blinds in Sylvania and House of Blinds.

\*\*Microfilm reader and printer - Doug did intensive research and shared written information of a Canon MS400 Digital Reader Printer that is all inclusive at a price of \$8500.00 (Adrian City Library has this type) and an Infographix Microfilm Scanner at a price of \$2495.00 [that would require a computer and printer purchase] (Bronson Library has this type). After extensive discussion Doug moved:

*To purchase the Infographix Microfilm Scanner at a price of \$2495.00. It was seconded by Connie. Motion passed. The expected time of purchase is January, 2003.*

\*\*DPW to do lawn and tree maintenance - This is still in discussion. Barb is to supply Jim W of our past expenses in using our own maintenance person so it can be compared to the village charge. A decision has been tabled.

\*\*Disaster plans and /Backpack issues were tabled at this time.

#### NEW BUSINESS:

\*\*Staff - Barb informed us that Margaret would like to be considered for a full time staff position. As it is not allocated in our budget for this year, this will be discussed in the Spring prior to submitting the 2002/2003 budget.

\*\*Magazine Room - Barb asked the Board to consider changing the magazine room into an audio-visual room. This has been tabled at this time.

\*\*Jim Wonacott requested that he be added to our email address as well as Laurie Wonacott. Jim's address is [blissadm@cass.net](mailto:blissadm@cass.net). Laurie's is [blissclk@cass.net](mailto:blissclk@cass.net).

Our next meeting is scheduled for Thursday, November 21, 2002 @ 4:00pm

Meeting was adjourned @ 6:15pm.

Respectively submitted,

Karen Coopshaw

In the absence of Cathie Case

**Subject: LIBRARY BOARD MEETING - NOVEMBER 21, 2002**

**Date:** Thu, 12 Dec 2002 08:55:37 -0500

**From:** Karen Coopshaw <karen.coopshaw@kapnick.com>

**To:** "Cathie Case (E-mail)" <tbt@cass.net>, "Ken Nichols (E-mail)" <reepicheep@tc3net.com>,  
"Doug Hickman (E-mail)" <hodgepodgehouse@yahoo.com>,  
"Barb Klump (E-mail)" <bklump@monroe.lib.mi.us>,  
"Connie O'Brien (E-mail)" <jobrien@tc3net.com>

Cathee, plz send to Sally..I do not have her email address. Hope this is okay! See you next Thursday! Karen ;)

LIBRARY BOARD MEETING  
NOVEMBER 21, 2002

The meeting was called to order by Ken Nichols @ 4:00pm. Present were Barb Klump, Doug Hickman, Connie O'Brien, Sally Hagenbuch and Karen Coopshaw.

**MINUTES FROM PREVIOUS MEETING:** A correction was made in the third line of the "Treasurer's Report" - "then" was corrected to "them". They stood approved as submitted.

**TREASURER'S REPORT:** Connie presented both the September and October reports. We are true to our report - on schedule @ 32%. The accounting corrections were not done - we believe these will be done in the middle, or end, of the fiscal year. We are aware of the differences between the "Total" vs the "True Total" figures.

**COMMUNICATIONS:** Sally sent out 4 thank you notes: Ann Miller (Table & 4 chairs); Ron & Dee Rose (Books); the Speakers for our first two Fall 2002 lecture Series - Kimberley Davis and Gary Holmes. Sally will send out thank you notes to Butch Miller (2 books) and Frederick Douglass IV. (3rd Speaker in Lecture Series)

**LIBRARY REPORT:** The front desk has been completed and looks wonderful! We are in need of having the printers on slide-out shelves. Lynn Southward will be contacted to advise us of the cost for this correction. Barb is checking on the "T<sup>ryptich</sup>ripkick" also.

Doug will be researching and getting a cost estimate on a plaque acknowledging the desk is a "Gift from the Carol Goff Estate". We are looking at a 4x6 plaque, possibly with a picture of Carol embossed on it.

**STANDING COMMITTEES:**

**ART:** Connie shared 3-4 more local pictures as possibilities of getting framed and displayed in the Library at a later date.

**NATURE SERIES 2002 - KUDO'S!** It was an excellent series and all lectures were very well attended. Next year we will consider having snacks after each presentation; possibly having a theme for the series; having a brochure that will give some history of Phyllis Robertson and showing a schedule of events for the series. KUDO's to Doug for writing up the intro on Gary Holmes!!

**NATURE SERIES 2003:** Connie will be contacting Jim W for dates in February/March - Tuesdays. She will advise.

**OLD BUSINESS:**

**BLINDS** - more information next meeting

**DPW** - Barb presented previous information on the expenses that we

incurred using our high school employee to do general yard work. Ken will get with Jim W to discuss further.

BACKPACK NOTICE - Doug H made a motion:

"We retain the right to inspect backpacks, briefcases and bags."  
It was seconded by Sally H and passed. Barb will post the notice.

DISASTER PLAN - Ken will check the school plan.

MAGAZINE ROOM - AUDIO VISUAL ROOM - We are planning shelves with sliding doors. The older magazines will be cleaned out to make room for the shelves.

NEW BUSINESS:

EXTRA FURNISHINGS - (see Barb's Library Report dated 11/18/02) we will offer to the Village Department. If they are not interested, we will offer them to the schools. If there is not an interest there, we may put them up for sale.

LIBRARY MILL - Connie presented information on the Library Mill. (See report from Connie's Research). Per the report: "ONE MILL is allocated out of the general fund for library purposes...."


Our next meeting is Thursday, December 19, 2002 @ 4:00pm.

Meeting was adjourned @ 6:00pm.

Respectively submitted,

Karen Coopshaw  
In the absence of Cathie Case

<<LIBRARY BOARD 11-21.doc>>

 LIBRARY BOARD 11-21.doc	<b>Name:</b> LIBRARY BOARD 11-21.doc <b>Type:</b> WINWORD File (application/msword) <b>Encoding:</b> base64
---	---

## **Library Board**

December 19, 2002 4 PM

The regular monthly meeting of the library board was called to order by President Ken Nichols. Other board members in attendance were Karen Coopshaw, Doug Hickman, Connie O'Brien, Sally Hagenbuch, and Cathie Case. Rich Foley was an observer.

### **TREASURER'S REPORT**

- A review of the year's budget was made and possible expenditures before the year's end were discussed. No action was taken at this time.

### **COMMUNICATIONS**

- Sally corrected the information in last month's minutes: no thank you had yet been sent to Butch Miller. She did send thank you's to Frederick Douglas IV and Ruth Schneider for her donation of \$100 in memory of her husband.

### **LIBRARY DIRECTOR'S REPORT**

- The *depressible book cart*, ordered from Gaylord for the book return at the new front desk, was delivered December 5.
- *Grandmother's clock*: work is pending
- *Front desk*: Barb contacted Lynn Southward about the slide-out shelves for the printers and triptyches for each computer. Lynn will do the work.
- *Auditorium rental policy*: Barb raised concern about renting the auditorium to a young adult under age 21 and refusing to rent. She contacted Frank Riley about the legalities of this situation. This matter will be discussed at the January meeting.

### **OLD BUSINESS**

- *Blinds* for front and workroom: Cathie has received two quotes, from both the Décor Center and Carpet One. She will contact another company to obtain a third quote and will present the options at the January meeting.
- *Microfilm reader & printer*: Doug is still researching with the hopes of purchasing soon; no action taken.
- *DPW tree trimming/lawn mowing*: Ken has not heard back from Jim Wonacott
- *Circulation desk adjustments*: the funds for the purchase of the slide-out shelves will come from gift money
- *Disaster plans*: Ken contacted the elementary school to inquire about their emergency plan and policy. This was discussed. Karen volunteered to check with St. Peter's Church about using their facility in the event of a tornado warning. This will be discussed in January.

### **NEW BUSINESS**

- *Brass plaque*: Doug is investigating the costs of an engraved brass plaque, which would honor Carol Goff and would be placed on the circulation desk. No action taken.

The meeting was adjourned.

Submitted by,  
Cathie Case, recording secretary