

LIBRARY BOARD MEETING
January 15, 2004

The meeting was called to order at 4:00 p.m. All members were present except Ken Nichols. Also present was Jim Wonactt and Librarian, Sue Berryman.

Minutes: Karen **moved** to accept the minutes with corrections, Connie **seconded**, **motion carried**.

Treasurer's Report: Stephanie **moved** to accept the treasurer's report, Rich **seconded**, **motion carried**.

Communications: A thank you was sent to Ruth Schneider for her \$100 donation in memory of her husband Leonard J. Schneider.

Librarian's Report:

- *Bills from Baker & Taylor and Brodart totaled \$1,196.43.
- *Story Hour will be Feb. 4, 11, 18, & 25. Then March 3, 10, 17, & 24.
- *Sue supplied us with a copy of Margaret's report on her Woodlands workshop. Sue also asked us about some PTO time that Margaret wanted. It was discussed and the board will leave those decisions to the Librarian because she knows the schedule and coverage.
- *Sue also gave us a stat report from the county as to our library cardholders and circulation.
- *Sue pointed out to us that there are two old computers in the back room and she would like to know what to do with them. She knows someone at ISD who could look at them and let us know if they were usable. Also she is going to make a list of all the equipment and its usage in the library. This is so we know what we have and what we are using.
- *This is Sue's first two weeks and so far, she said, she was settling in and is finding Barb's help good. She has been to the county library and received a warm welcome and support.

Old Business:

- *Southward payment: Connie is getting with Peggy to check on it.
- *Meeting Times for 2004: Stephanie presented the meeting dates for the year. Karen **moved** to accept the meeting dates for the year and Connie **seconded**, **motion carried**.
- *The information that Jim needed about the Fine Account was given to him by Barb.

New Business: *Evaluations: Jim talked to us about how he is evaluated and how he

and the village conduct evaluations for dept. heads and employees. The village uses the evaluations as a communication tool. It is not used to terminate someone or give raises. Jim will get us a copy of the general form they use to help us develop our own evaluation process for the same purpose.

*Projects for 2004: It was discussed some about new décor for the auditorium and maybe we can do something different with the book drop.

*Snow removal: Jim Wonacott and Sue Berryman have spoken with Mark Strahan about snow removal when there is an auditorium rental on the weekend or when the library is open and the DPW is not. It was decided, that Mark Strahan would then be contacted by Sue Berryman, or by whomever Sue appoints, on these occasions. Mark would then contact a part-time DPW employee, who has agreed to be on-call for those situations, to clear the walks and driveway. The cost of all DPW work at the library will come out of our budget, but Jim has told us that cost will be covered by a transfer of funds within the village's general budget.

Close:

Rich **moved** to adjourn the meeting at and Connie **seconded, motion carried**, the meeting adjourned at 5:33 p.m.

Next meeting February 19, 2004

Respectfully submitted by Stephanie Tarver

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LIBRARY BOARD MEETING
February 19, 2004

The meeting was called to order at 4:03 p.m. All members were present with Librarian Sue Berryman and guest, Karen Lindquist from Lenawee County Library.

Treasurer's Report: Connie has concerns on the projected Librarian/PT wages. She will discuss with Village Office. Karen MOVED to accept Treasurer's report, Ken SECONDED, MOTION CARRIED.

Corresponding Secretary's Report: Thank you notes were sent to the following:
*Emmanuel United Methodist for \$158.14 cash donation
*Connie O'Brien for a 2 volume collection of "70 Generations of the Ancestors of Ammarilla Murray"
*David and Sandy Porter \$400 cash donation
*Margaret Porter \$200 cash donation

Minutes: The minutes were approved as read. Ken MOVED to accept the minutes and Richard SECONDED, MOTION CARRIED.

Guest Mrs. Lindquist's Presentation: She gave us a list of other affiliate branches in the county, of which Blissfield was the first, in about 1935. She also gave us a break down of the counties collection and the 2002 circulation numbers, which are the most recent. She stressed training, and wants all branches to utilize training opportunities. She also stressed that she and the staff at the county were there to help and would like to know what else we can do together. Mrs. Lindquist also praised our staff and had confidence in their skills.

Librarian's Report: *Bills from Baker and Taylor \$516 for books was paid.
*Story Hour-nobody came to the first story, getting a slow start.
*Old computers-Sue's contact at LISD looked at the computers, the Apple Computer can be put in the book sale.
*Sue compiled an inventory of equipment in the library.
*The Blissfield Rotary asked if we wanted some titles or films. Sue sent a list of video's we'd like to add to our collection.
*The Annual Book Sale is April 22, 23, & 24, volunteers are needed for set up and to work at it.

Old Business: Egyptian Books-the Toledo Museum is checking to see if they have them in their collection. If not they will come and look at them.

Next meeting (April 15, 2004) at 4:30 p.m.

Evaluation Forms-Connie made a form to evaluate the Librarian with. We are to review it and approve it next month and be able to use it in May.

New Business:

Board Position Changes as of March 18, 2004:

Ken Nichols-President

Rich Foley-Vice President

Treasurer-Doug Hickman

Recording Secretary- Connie O'Brien

Corresponding Secretary-Karen Coopshaw

Member at Large-Stephanie Tarver

Aesthetic changes to Auditorium- Fred Neuman and Sue from Blissfield Lumber came over and looked at the auditorium and suggested changing the color of the walls and refreshing the paneling. We talked about carpet for the room too. There is a lot more to be discussed, but these were some ideas.

Close:

Rich MOTIONED to adjourn the meeting, Connie SECONDED, MOTION CARRIED. Meeting adjourned at 5:50 p.m.

Respectfully submitted by Stephanie Tarver, Recording Secretary.

LIBRARY BOARD MEETING
March 18, 2004

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The meeting was called to order at 4:08 p.m. All members were present and Librarian Sue Berryman.

Treasurer's Report:

Part time wages are correct. The custodian wages were missing from Connie's figures in February. The librarian wages are still very high, and Connie will check with the village about that. Karen **moved** to accept the Treasurer's report, Stephanie **seconded**, **motion carried**.

Corresponding Secretary's Report:

Nothing to report.

Recording Secretary's Report:

Minutes were approved with corrections. Karen **moved** to accept minutes, Ken **seconded**, **motion carried**.

Librarian's Report:

1. Baker & Taylor bill \$477.11 and supplies were \$160.00
2. Egyptian Plates: Ann Morse, from the Toledo Museum of Art, looked at our plates. She said the museum had a copy, but other universities did not. Ann valued them at \$3500. Ann also donated to us six new books on art to add to our collection. Sue said Ann was very kind and took a lot of time and showed interest with our plates.
3. From the county meeting:
 - * The bookmark contest ends 3-24-04.
 - * Computer Club meets the second Friday of each month, the computer courses taught are Digital Photo, Lenox, and Genealogy.
 - * Lenawee County Library Book Sale is May 26 -29.
 - * Summer Reading is gearing up.
4. Our Book Sale is April 22-24. Will need helpers to help set up and run the sale.
5. We, as well as surrounding community libraries, received nine books from the Lenawee County Health Dept. regarding awareness for women on cardio disease. They have been added to our collection.

Old Business:

1. Discussion was had about the evaluation forms used to evaluate the librarian. A **motion** was made by Karen to accept to evaluation form to use as a communication tool, Stephanie **seconded**, **motion carried**. Ken will collect the forms, after members fill them out, and we will evaluate Sue at April's regular meeting.
2. Discussion was held about staffing. We would need \$5000 for another part time person, which we don't have. It was suggested that a volunteer that is dependable be looked for or possibly an intern from a college. A decision was tabled.

Board Changes:

A **motion** was made by Karen and **seconded** by Connie to close the regular meeting to switch officers for the new year, **motion carried**. The meeting closed at 5:25 p.m.

Respectfully submitted by Stephanie Tarver, Recording Secretary.

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LIBRARY BOARD MINUTES

18 March 2004

The second part of the monthly Library Board meeting was called to order at 5:26 PM. In attendance were board members: Karen Coopshaw, Rich Foley, Doug Hickman, Ken Nichols, Connie O'Brien and Stephanie Tarver. Absent: none. Also attending was Library Director Sue Berryman.

2004-2005 Budget: The proposed budget was discussed. We had been asked to limit our expenditures for the 2004-2005 fiscal year to \$156,000.00, which was just a little over 1% more than the current year's budget. A motion carried to approve the proposed Salary Budget, Overall Budget, Gift/Savings Account Budget and Budget Request Form (or "Wish List") for 2004 – 2005.

Doug is going to investigate endowments and trusts.

Library Employee Guidelines: Under the Working Hours section, Ken suggested replacing the sentence "Full-time employees work 40 hours per week (with the exception of Susan Harnes due to Past Practice)" with "All full-time employees will be scheduled to work 40 hours per week." After some discussion it was decided that no action would be taken.

Ken suggested adding the sentence "These Employee Guidelines can be changed at the discretion of the Library Board." A motion carried to add that sentence to the first page of the Guidelines.

The meeting adjourned at 6:36 PM.

The next meeting will be April 15, 2004 at 4:00 PM.

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LIBRARY BOARD MEETING
May 20, 2004

The meeting was called to order at 4:03 p.m. All members were present as well as Librarian, Sue Berryman and Jim Wonacott.

Recording

Secretary's Report: Minutes were approved with corrections

Treasurer's Report: Our budget requests have been informally approved, with some basic adjustments. June 14 they will be formally reviewed and, more than likely, approved by the village government. Doug **moved** to accept the Recording Secretary's Report and the Treasurer's Report for April and May, Karen **seconded**, the **motion carried**.

Communications
Report:

No report at this time.

Librarian's Report:

1. Bill Summary for Baker & Taylor, General Gift, Demco, and Underwood Nursery totaled \$905.61.
2. The Book Sale went well and \$507.80 was made. The racks and computers sold.
3. The County Library has given us all the summer reading material. The Summer Reading Program starts May 29, 2004.
4. Sue Reported on the a workshop she took on May 6, 2004 on Children's Programming 101 at the Albion Public Library.
5. Sue added up the most recent patron count for us. This was from June 2002. Sue is going to try and keep a count again for the month to see how our new hours are working.
6. Sue and the staff have started inventory of our collection. This includes magazines and books. The county is supervising the inventory and all county branches are participating.

Old Business:

Auditorium. Rich and Stephanie are going to track down some ideas and prices to refurbish the auditorium.

Overtime. Connie purposed that we add that overtime be paid after 40 hours have been worked by an employee while the library was open, in a weekly period. Jim informed us that this was not possible because it was not legal. After some discussion the guideline was left unchanged.

New Business:

Window Washing. It was discussed that the windows and carpets needed cleaned. Sue agreed to call All Aspects Cleaning

and get a price on the windows and carpet cleaning, and also to see what other services they offer.

Tables and Chairs. Discussion was held on purchasing new tables and chairs for the auditorium Doug is going to check some catalogs and Stephanie is going to price them at Sam's Club.

Close:

Rich made a **motion** to adjourn, Doug **seconded**, the **motion carried** and the meeting adjourned at 5:10 p.m.

Next meeting is June 17, 2004 at 4:00 p.m.

Respectfully submitted by Stephanie Tarver, Recording Secretary, May 31, 2004

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LIBRARY BOARD MEETING

June 17, 2004

The meeting was called to order at 4:05 p.m. All members were present except Rich Foley. Librarian, Sue Berryman, was also present.

Recording

Secretary's Report: Doug **moved** to accept the minutes for May with corrections, and Connie **seconded**, **motion carried**.

Treasurer's Report: We are on track with our budget. Doug researched investing our gift money in CD's so they will earn a higher interest rate. By breaking the amounts into three \$50,000 increments will allow some flexibility and limited degree of diversification leaving us with about 34% of investment/gift money liquid for our projects and increasing our interest income by 200% - 400%. Ken **moved** to approve treasures report, Connie **seconded**, **motion carried**.

Communication: No report

Library Director's Report:

1. Bill summary for Baker & Taylor, Recorded Books, Blissfield Advance, Gaylord Bros., Demco, and Cross Heating is \$1421.30
2. County Book sale made \$1700, the reading club has started and Story Hours are July 6 & Aug 6 with a craft program once a month.
3. All Aspects Cleaning gave us a bid to clean the windows, the carpet, and the paneling. The total came to \$1042.85. Connie **moved** to accept the bid and Doug **seconded**, the **motion passed**. Sue will make the arrangements to have them in to clean.
4. Reading Club is going well. A lot of kids are signed up.
5. Storm procedures, Karen read the storm policy from 3-03 and it was decided that it was still effective.
6. Daycare story hours - 2nd grade classes came & visited for story time and day cares came for story and craft.
7. Next year consider closing for the River Raisin Festival on Saturday because there are almost no library patrons.
8. Sue is on vacation the last week of June.

Old Business:

1. Sprucing up Auditorium-Stephanie had carpet color samples. The green carpet sample from Blissfield Lumber was decided on. Two other bids from CPR Remodeling and Show

Case were submitted.

2. Tables-was tabled.

3. CPR's bid for windows & a door to make a genealogy room out of the workroom was discussed. It was suggested that we build a collection of genealogy information before we build a room.

New Business

1. Connie suggested we have Mary Powell this fall to give a lecture. She is a renowned author and traveler. We are to discover more about her and make a decision next month.
2. Ken is going to research a tool that will help the us, library board, make a long-range plan for what our library wants to offer in the future.

Next Meeting July 15, 2004

Respectfully Submitted by
Stephanie Tarver

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LIBRARY BOARD MEETING
July 15, 2004

The meeting was called to order at 4:03 p.m. All members were present except for Doug Hickman. Also present were Librarian Sue Berryman, and Jim Wondacott.

Recording Secretary's Report: Minutes were discussed and procedures for accepting minutes were reviewed. Connie **moved** to accept minutes with corrections and Karen **seconded**, **motion carried**.

Treasurer's Report: No Report

Communications Report: No Report

Library Director's Report:

1. The total bills paid out to Baker & Taylor, Recorded Books, Gaylord Brothers, Demco, and Mitchell's Clock Shop was \$1009.67. \$759.34 was paid to Baker & Taylor for items ordered by June 22, 2004 with the end of the year budget and \$138.62 for items ordered with new budget
2. The Phyllis Robertson photographs were found by Sue in her office. We can now switch them around with the pictures already hanging up.
3. Egyptian plates and other historical photos. Sue has looked at Hobby Lobby at a picture frame to house the Egyptian plates. It shouldn't be very expensive and we will be able to switch the plates so they can all be viewed. Sue also looked at frames to replace some photos that are already framed and hang them up in the microfilm reader section. This will be a nice beginning to a historical collection for our library. Christine is also working on compiling photos of the buildings in Blissfield now and comparing them to pictures of the village in the past.
4. The Reading Party for the summer readers is August 12 at 1 p.m. and then at 3 p.m. Each reader will be sent an invitation.
5. County Library meeting was cancelled because of the road construction in front of the library.
6. All Aspects cleaning came and cleaned the windows and will be into clean the carpets on Saturday evening, July 17, 2004. The owner offered to clean our floors in the auditorium; they are in great need of being waxed.

Old Business:

1. Auditorium Project-Stephanie had some color samples and the carpet sample that was decided on at the last meeting. The final price on the carpet from Blissfield

Lumber for the auditorium and entryway is \$3855.02. We looked at color samples and decided on two. We will have the walls painted ancient and the ceiling around the boarder of the tiles painted vale mist. The board also discussed the old entry doors and Stephanie suggested it be walled up and made to look like it was never there. Fred, at Blissfield lumber, said he would have someone who did that for them look at it. To date he has not come to look at it, Stephanie will check into it. It was discussed as to whom we may get to paint the auditorium and entryway and Bob Garno as well as Doug _____ was suggested. Ken was going to find out who painted the Junior High Office and let Stephanie know. Hopefully all bids will be in by the next meeting (Aug 26th) and construction can start any time after that and work be completed by the end of September.

2. Tables – was tabled
3. An Evening with Mary Alice Powell- Connie withdrew the idea

New Business:

1. Long Range and Reassessment- Connie gave us notes for long-term planning and how to determine what plans should be made and how to make them. We discussed it some and we are all to think about it and more will be discussed next month. Ken plans on talking with Jim Wonacott about long-range planning to get some ideas on how to go about doing it.
2. Welcome Party for Sue. We agreed that as soon as the auditorium in finished (hopefully by the end of September) we will have a welcome party for Sue.
3. We discussed moving the meeting from August 19th to the 26th because the 19th meeting date conflicted with some board members schedules. It was decided that the meeting would be rescheduled to the 26th and Sue will post it on the kiosk and notify the village.

Adjournment:

Karen **moved** to adjourn the meeting and Rich **seconded**, **motion carried** and meeting adjourned at 5:38 p.m.

Next meeting August 26, 2004 at 4:00 p.m.

Respectfully Submitted by Stephanie Tarver
Recording Secretary

LIBRARY BOARD MEETING

August 26, 2004

The meeting was called to order at 4:08 p.m. Members present were Rich Foley, Connie O'Brien, Karen Coopshaw, and Stephanie Tarver. Librarian Sue Beeryman and Village Administrator Jim Wonacott were in attendance. Ken Nichols and Doug Hickman were absent.

Recording

Secretary's Report: Karen made a **motion** to accept minutes from July's meeting with corrections and Connie **seconded, motion carried.**

Treasurer's Report: No report

Communication: Karen will be sending a thank you note to the Rotary Club who donated three movies and a history book.

Library Director's Report:

1. Bill summary for Baker & Taylor, Recorded Books and Underwood Nursery is \$1,212.82.
2. Kaye Brown donated some plants to the landscaping around the library.
3. Summer Reading party was a big success!! One hundred and twenty children finished the reading club. The library held two parties and everyone had a great time.
4. Egyptian pictures-they are now on display in the library. The Toledo Blade is coming on Saturday to do a story and take some pictures of the plates.
5. Sue asked that if she ran out of Paid Personal Time Off if she could take time off unpaid. Her husband has some health concerns and she may have to be with him for doctor appointments and procedures. We all agreed that it was ok.
6. At the County meeting it was announced that Books On Tape are now available to inter-loan.

Old Business:

Sprucing up the Auditorium: Some more discussion was had about color of paint for the auditorium. It was agreed that the trim would be painted a darker shade of green. Discussion was held briefly on the means in which we would pay for the project. Connie **moved** to accept the bid from Blissfield Lumber for the carpet and installation of carpet and replacing the folding doors with a wall for \$4,205.02. The project will be paid for from the Carol Goff Fund, Karen **seconded, motion carried.**

Connie **moved** to accept the bid from Retter Painting to paint the auditorium and hall way for \$1,653.25. The project will be paid for from the remaining balance of the Carol Goff Fund and the

rest from Building Grounds and Maintenance account. Karen **second**, **motion carried**. (Grand total of \$5858.21)

2. Tables-tabled

3. Long Range Planning and Reassessment-Jim reported that he had talked to Ken about finding a way to make a long range plan. Jim suggested a mediator from LISD who would be able to guide us at no charge.

4. Welcome party for Sue-Pending the completion of the auditorium.

New Business:

1. Boy Scout Eagle Project-Andy Mills needs to complete his Eagle Project. Mrs. Hickman suggested some landscaping suggestions to me, Stephanie, at the summer reading party. I thought this would be a great project for Andy, especially since a similar project had been done before. I will have him come to our next meeting to give us some ideas as to how he can improve the landscaping around the library. All members present were interested in the project.

Connie **moved** to adjourn the meeting, Karen seconded, **motion carried** and meeting adjourned at 4:59 p.m.

Next meeting September 16, 2004

Respectfully Submitted by Stephanie Tarver,
Recording Secretary

SCHULTZ-HOLMES MEMORIAL LIBRARY MEETING

Thursday, October 21, 2004

CORRECTED REPORT - November 18, 2004

The meeting was called to order by President, Ken Nichols, at 4:05pm. Present were Connie O'Brien, Karen Coopshaw, Doug Hickman, Stephanie Tarver, Sue Berryman, and guests Andrew Mills and Jan Parsons.

The **MINUTES** from the previous meeting had 2 corrections:

Treasurer's Report, "purchasings" was changed to "invested".

Library Director's Report - Item 4 was corrected to read: "Jim Seidl provided the lab and Sandi Meeker is doing the instruction on the new Woodlands Wireless Computer Lab."

Douglas Hickman made a motion to accept the approved minutes; Stephanie Tarver, seconded; minutes passed.

TREASURER'S REPORT: Doug reported the Audit is still in process but by our November meeting, we should have the September/October figures. We are "on target" with our budget and are receiving more interest in the Gift Savings Account since monies have been invested. Doug is to check with Peggy to update the annual budget figures in the General and Gift accounts as they are still reflecting the 2003-2004 budget figures. Connie motioned to accept the report; seconded by Stephanie; report passed.

COMMUNICATIONS: - No correspondence was needed.

LIBRARY DIRECTOR'S REPORT: Sue presented her report on expenses incurred during the month totaling \$2,615.45.

A patron count report has been compiled. It was discovered that Saturdays are not as busy as expected, and the night hours are very popular.

The County Meeting Sue attended was very interesting. Jim Seidl provided the wireless computer lab and Phyllis Richard demonstrated the Ancestry Plus Training and gave training on the Voter Website. It was very informative. The County is willing to add at least two computer sites with the Ancestry Plus Menu in our Library if we are interested. There will be no cost incurred by Schultz-Holmes Library for this service. It was discussed we could use the space we had originally intended for the Genealogy area. Sue is to check with Karen Lindquist about these 2 sites.

The Staff attended a training session on Wednesday, October 20 on the Ancestry Plus Menu given by Mrs. Lindquist. Another training session is planned for Wednesday, October 27.

Auditorium concerns: We have received many favorable comments on the painting and carpeting of the Auditorium.

The Rental Agreement was discussed. The \$10.00 refund is creating an accounting concern. Currently the auditorium is rented for \$50.00 with \$10.00 being returned to the renter after inspection of the premises. It was discussed to eliminate the \$10.00 refund. Sue will alter the wording in our Rental Agreement and present it at our November meeting for approval.

Yearbook Ad: Sue was approached by Brandon Hudson about purchasing an advertisement to be included in the Yearbook. We have never done this in the past but after discussion we decided to purchase a 1/4 page advertisement in black & white. Doug made a motion to purchase a 1/4 page yearbook ad for \$90.00. It was passed. Sue and her Staff will design the advertisement.

OLD BUSINESS: Andrew Mills thanked the Board for allowing him to landscape around the Library towards his goal of Eagle Scout. He presented us with a diagram of the landscaping he did under the direction of Stephanie Tarver. Because of time limitations/weather, the Board was not able to approve his plans prior to the project. We have requested he return one clump of the rosebush he transplanted from the Elsa Klenk Memorial Garden back to near the original spot. He was happy to do the transplanting at our request. He presented a bill in the amount of \$165.95 - for mulch and diesel fuel used in the project. He was able to get the mums donated from Risch Country Gardens and he used our existing hostas and thinned/transplanted them around the building. His efforts were well received - he did a wonderful job!

Jan Parsons from LISD joined us and helped us in our Long Range Planning and Reassessment. Her very interesting presentation was approximately 1 hour. The purpose was to determine the 2-3 most important issues we as a Library Board need to focus on in the next year. We discussed "Prouds and Sorries" and answered 3 "Futuring Questions" in order to decide on the priorities. We decided on 3 important goals for the Library Board for the next year:

1. Working with the schools - better contact/communication
2. Keeping Library up to date
3. More Community Outreach (i.e. Lecture Series)

We also indicated the following (not in specific order):

- *Book drop ("Low hanging fruit" - do it!!)
- *Indepth study of Library usage; do we need more physical space
- *Training for staff (on-going)
- *More computer access - order books on line (coming in the future with the County/State)

Jan's presentation was very thorough and welcomed by us as Board members in our long range planning.

TABLES & PANELING: Stephanie has been in contact with MTS Seating in Temperance about tables & chairs for the Auditorium. They are very helpful and are willing to quote us our needs. Stephanie will be obtaining a quote on 100 chairs; nine (9) 5-foot round tables and three (3) Banquet style tables. She will also contact Blissfield Lumber to obtain a quote to replace the existing paneling in the Auditorium that needs to be replaced.

WELCOME FOR SUE - This has been tabled until the Auditorium is completed.

NEW BUSINESS: We received a resignation letter from Rich Foley effective October 19, 2004. He is moving out of the area. We are able to appoint someone to replace Rich until the Election in the Spring and are open to suggestions. Additional information: Karen & Stephanie have traded responsibilities - Karen is now Recording Secretary; Stephanie is now Corresponding Secretary.

Ken talked with Bethany Bravold who was concerned about the consistency of the Library Hours. Ken explained why the hours were changed and encouraged her to join our Board.

Stephanie requested the use of the Auditorium for Girl Scout meetings at a reduced rental rate or at no cost. We have not done this in the past and were concerned about setting a precedent. After a short discussion, Stephanie rescinded her request.

At our next meeting, we want to discuss the use of the Auditorium for the Community.

Our next meeting is Thursday, November 18, 2004.

Connie moved to adjourn; Stephanie seconded - meeting was adjourned at 6:45pm.

Respectively submitted,

Karen Coopshaw
Recording Secretary

SCHULTZ-HOLMES MEMORIAL LIBRARY MEETING

Thursday, November 18, 2004

The meeting was called to order by President, Ken Nichols, at 4:02pm. Present were Connie O'Brien, Doug Hickman, Karen Coopshaw, Sue Berryman, Stephanie Tarver. Jason Morris, a University of Toledo student, is serving his Internship through Jim Wonacott. Jason is pursuing a Masters Degree in Public Administration.

The **MINUTES** from the previous meeting had 2 corrections:

Library Director's Report - County Meeting - is to be corrected to: Jim Seidl provided the wireless lab and Phyllis Rickard demonstrated the Ancestry Plus Training and gave training on the Voter Website.

Old Business: - the order of the 3 important goals is to be corrected to:

1. Work with schools
2. Keep Library up to date
3. More Community Outreach

Doug Hickman moved to accept the corrected minutes; Connie O'Brien seconded; motion passed.

TREASURER'S REPORT: The figures are now correct showing the 2004-2005 budget figures. The previous reports reflected the 2003-2004 budget for the months of July and August. We have expended 31% of our budget. Connie moved to accept the report; Karen seconded; motion passed.

COMMUNICATIONS: There were no communications.

LIBRARY DIRECTOR'S REPORT: Sue presented her report on expenses incurred during the month totaling \$1,452.04.

Auditorium Contract was revised to eliminate item #4 - "A \$10.00 refund will be available after 3 business days to renters who fulfill their rental contract/agreement." Sue will correct the existing contract noting the revision. This change was approved as amended. Jason Morris will check with Jim Wonacott about the "Non-Profit Group Only" clause on our agreement.

County meeting - there was additional training on Ancestry Plus. Susan Harmes computer is being updated.

Village Christmas Party - Tuesday, December 7 - It was moved by Doug to close the library in the evening so the employees could attend the party. Seconded by Stephanie; motion passed.

Skate park canister - Sue was approached about allowing a canister in the library to collect funds for a Skate park in the Village. It has not been a procedure in the past to allow canisters for fund raising in the library. It was decided not to allow this at this time.

Office Plus is liquidating. We have our service contract with them. AOS - America Office Solutions in Jackson will be taking over Office Plus contracts. Sue highly recommended we continue with them. We approved her recommendation.

Story Hour was very successful. Approximately 8-10 children attended each session and had a great time.

The **Yearbook** ad was very nice that the staff designed.

Sue was informed that our Library has been named in the will of the estate of Cathy E. Bourdette who resided in Denton, Texas. More information will be forthcoming.

OLD BUSINESS: Andy Mills Eagle Scout Project: Stephanie will contact Andy and have him move the rosebush as previously requested.

Tables: Stephanie presented a bid from Millenium Commercial Furniture for 9 - 4 foot round tables at \$239.00 per table/total \$2151.00 and 100 chairs at \$39.95 per chair/total 3995.00. Total bid was \$6421.00 which included delivery. The price for the chairs was a sale price good until November 30. Jason is to check with Jim Wonacott to see if we need a line item in our budget to purchase these items. Purchase of the tables and chairs was tabled waiting reply from Jason/Jim.

Welcome for Sue: Tabled at this time waiting completion of auditorium.

Long Range Planning: Ken and Stephanie will be contacting the Principals of our 3 schools to let them know we desire to work with the schools to have available at the library books/resources the teachers need for the students. We are also willing to attend a staff meeting.

NEW BUSINESS: Public Use of Auditorium - There is concern over renting the auditorium to "Non-Profit Groups Only" as our contract states. Jason will be contacting Jim Wonacott to clarify this issue.

New Election Dates and Term Extensions: A letter from Jim Wonocatt advised the Board of the "Election Consolidation Acts" that takes effect on January 1, 2005. The Spring 2005 election will not be held. Terms are now for 4 years instead of the previous 3 year terms and elections will be held during the regular November general elections beginning in 2006. Positions held by Ken Nichols, Karen Coopshaw and the position vacated by ex-member Rich Foley will be extended to November 2006. Positions held by Connie O'Brien, Doug Hickman and Stephanie Tarver will be extended to November 2008.

Our next meeting is Thursday, December 16, 2004.

Connie moved to adjourn; Stephanie seconded - meeting adjourned at 6:05pm.

Respectively submitted,

Karen Coopshaw
Recording Secretary

SCHULTZ-HOLMES MEMORIAL LIBRARY MEETING
December 16, 2004

The meeting was called to order by President, Ken Nichols at 4:03pm. Present were Doug Hickman, Sue Berryman, Karen Coopshaw, Stephanie Tarver and guest, Jim Wonacott.

MINUTES: Doug Hickman moved to accept the minutes from the November 18, 2004 meeting. Seconded by Karen. Minutes were accepted.

TREASURER'S REPORT: There was no report as the figures were not available from the Village Office. (See Old Business/Tables and Chairs for important information on the Fiscal year change.)

COMMUNICATIONS: A thank you was sent to Karen Garno, owner of Karen's Place. She gave the Library a beautiful fern. An expression of sympathy was sent to Sue Harmes in recognition of the death of her Mother.

LIBRARY DIRECTOR'S REPORT: Sue presented a report documenting expenses totaling \$1,381.66. We have some concerns about an invoice received from American Office Solutions. Sue is going to check with them to see if this is a monthly fee for maintenance or lease. We do own the copy machine and need to have the purpose of this invoice clarified. The new computers have arrived and are ready to be set up. Sue has been chosen for jury duty for Lenawee County the first 2 weeks in January, 2005. Our contract with Underwood Nursery was sent for renewal. Doug Hickman moved to accept the contract, seconded by Stephanie; motion accepted.

OLD BUSINESS: In conjunctions with our Long Range Planning goals, Ken contacted Dee Crane, the Principal at Blissfield Elementary School, and she is more than willing to meet with Ken, Doug and Stephanie to discuss what we as a Board can offer the Elementary students at our local Library. This meeting will take place after the beginning of the new year, 2005. It was decided to focus on the Elementary needs at this time and then advance to the other schools.

There was no further action at this time on the tables and chairs. Jim Wonacott advised we need to amend our budget to include the monies needed to purchase the tables and chairs and present it to the Village Council. We will address this issue at our January, 2005 meeting. In light of the amended budget we need to do for the purchase of the tables and chairs, Jim advised us the fiscal year is being changed to end October 1, not the previous July 1. This will lengthen our current budget by approximately 3 months. He will be handling the amended budget figures for the

Library Board. At the time we present the amendment for the tables and chairs, he will include the extra three (3) months needed to be in compliance with the October 1 change.

The **Welcome for Sue** has been changed. In place of this, Sue suggested we host an **Open House** in the Spring/early Summer once our renovations have been completed and the tables and chairs are in place. We agreed with this suggestion and will be planning an open house in the Spring/early Summer.

The Public Use of the Auditorium: Ken is going to contact Frank Riley on proper wording with reference to "Non-profit Group only". This appears to be a "gray" area and we need to get it resolved. We had some discussion with reference to raising our rental fee. We will address this issue at our January, 2005 meeting.

NEW BUSINESS: Board Members: Dan Crots has submitted a letter to Village Council expressing interest in becoming a member of the Library Board replacing the vacancy of Rich Foley. A decision is yet to be made by the Village Council. Karen Coopshaw presented her letter of resignation from the Library Board effective March, 2005. Jim is to present her letter to the Village Council.

The results of the recent **Survey** should be available from the Village after January 1, 2005.

Our next meeting is Thursday, January 20, 2005 at 4:00pm.

Karen moved the meeting be adjourned; seconded by Stephanie. Meeting adjourned at 4:55pm.

Respectively submitted,



Karen Coopshaw
Recording Secretary