

## SCHULTZ-HOLMES MEMORIAL LIBRARY MEETING

January 20, 2005

The meeting was called to order by President, Ken Nichols at 4:04pm. Present were Doug Hickman, Connie O'Brien, Karen Coopshaw, Dan Crots, Stephanie Tarver and guest, Jim Wonacott. Dan Crots was welcomed as the new member of the Board, replacing the vacancy left by Rich Foley.

**MINUTES:** Doug Hickman moved to accept the minutes of the December 16, 2004 meeting. Connie O'Brien seconded; minutes were accepted.

**TREASURER'S REPORT:** Doug presented the November and December 2004 reports. Doug received the December 2004 report about 20 minutes prior to our meeting so did not have a chance to check the report. Any concerns will be brought up at the February 17, 2005 meeting. Our budget spending is on target.

**COMMUNICATIONS:** Sue Berryman advised Stephanie Tarver of several memorials and donations that were received in December. Stephanie will send out the thank you notes.

**LIBRARY DIRECTOR'S REPORT:** Sue presented the bill summary totaling \$1,922.82. The item for Demco Magazines for \$794.74 represents annual subscription renewals for several magazines. The concern over American Office Solutions has been resolved. We are being charged \$35.32 monthly for their maintenance agreement.

**Item 2 - Cathy Bourdette estate** - The Library will receive half of the sale price of an auto owned by Ms. Bourdette.

**Item 3 - Story hours** are February 2, 9, 16 & 23 and March 2, 9, & 16.

**Item 4 - The vacuum cleaner** is in need of repair. If it cannot be repaired at a fair price, Sue will purchase a new vacuum cleaner.

**Item 5 - Memorials & Donations:** Stephanie will be sending the following thank you notes:

**Donations:** Dan Crots, \$100.00; Margaret Porter, \$200.00; David & Sandra Porter, \$400.00.

**Memorials:** Cathy Bourdette Estate, \$495.00; Leonard Schneider from Ruth Schneider, \$100.00; Onilee Diedrich - \$250.00 each from Elaine & Edward Jacobson & Douglas & Mary Winkler.

**OLD BUSINESS:** Ken, Doug and Stephanie will be meeting with Dee Crane, principal at the Elementary School, by the end of January in conjunction with our **Long Range Planning** goals.

Item 2 - Stephanie will be getting a written bid for the **tables and chairs**. A "ball-park" figure of \$7,000.00-\$8,000.00 was given to Jim Wonacott to present to the Village Council as part of the Budget amendments that he will be doing to accommodate the extension of the fiscal year to October 1, 2005. The monies would be taken from Item 982 of our budget, New Equipment.

Item 3/Part A - With reference to the **Public use of the Auditorium** -the wording on our rental agreement will stay as is: **Non-profit groups**.

Item 3/Part B - **Reduced rate for non-profit groups:** During the discussion to rent the auditorium at a reduced rate for non-profit groups, Stephanie was not in the room. (She made a previous request to use the auditorium at a reduced rate for the Girl Scouts.) After much discussion of being concerned about setting a precedent, Connie moved to deny Stephanie's request for use of the auditorium at a discounted rate. It was seconded by Dan Crots. Motion passed. Stephanie was asked to return to the meeting and was informed of the decision.

**NEW BUSINESS:** Item 1 - It was decided not to raise the **Auditorium Rental Fee**.

Item 2 - Ken Nichols presented his **resignation** from the Library Board effective March, 2005. Ken has served on the Library Board for six years.

Item 3 - At the February meeting, the remaining Board members will select new officers.

Item 4 - The results of the **survey** were very interesting. Many of the items requested have already been discussed are in the planning stages.

Item 5 - Karen suggested addressing the issue of replacing the **Book drop**. Sue will bring some suggestions/drawings to be considered at our February meeting. Karen also suggested having some of Phyllis Robertson's slides made into pictures that can be framed and placed throughout the auditorium. Connie will look into this possibility.

Our next meeting is Thursday, February 17 @ 4:00pm. Doug Hickman motioned to adjourn our meeting, seconded by Connie. Meeting was adjourned at 6:06pm.

Respectively submitted - Karen Coopshaw, Recording Secretary

Schultz-Holmes Memorial Library  
Committee Meeting  
February 17, 2005

The meeting was called to order at 4:00 p.m. All members were present.

Minutes: Connie **moved** to accept the minutes from January 20<sup>th</sup> meeting, Dan **seconded**, **motion carried**.

Treasurer's Report: Doug presented the January report. He announced that Peggy had worked out a new way to get us our reports earlier than the day of our meeting. Stephanie explained the negative amount in the Carol Goff fund. The carpet was paid for entirely out of the Carol Goff fund (line item 971) and the painting was paid out of the rest of the Carol Goff funds plus the balance (\$328) from building grounds and maintenance. It was all taken from Carol Goff account leaving it negative. Peggy is going to do the proper accounting to correct the negative in the Carol Goff fund. Out budget is on track. Karen **moved** to accept the Treasurer's Report and Connie **seconded**, **motion carried**.

Communications: No report.

Library Director's Report:

1. Bill summary for Baker & Taylor, Demco, Recorded Books, & American Office Supply was \$1,129.19.
2. The Donation from the Cathy Bourdette Estate is \$483.24. We Received the funds and books on antiques and gardening have Been ordered. The books will be donated in behalf of her brother Dan Bourdette,
3. Weather emergency. The library closed on January 22 because of extreme winter weather conditions. Sue wanted to know what policy was in place for closing the library in those conditions and if the staff would still be paid. We decided that it would left up to the librarians discretion, but that an email should be sent to board members so they are aware of the situation. As for paying the staff in these circumstances, it would be a case-by-case determination. In this case the library board committee decided to pay staff for January 22<sup>nd</sup>.
4. Cross Heating suggested that new thermostats be installed and that it would solve the heating issues, and hopefully cooling issues, the library has had. The estimate was \$60 for each thermostat, plus labor, and we need three thermostats. We agreed that this should be done and Sue is going to contact them to have them installed.
5. County meeting report;

- a. Book Mobile fund raising: they have \$50,000 raised and a verbal agreement for \$75,000 plus another \$5,000. A Read-A-Thon is set to take place on March 19 at the Lenawee County Library, to help raise funds for the book mobile.
- b. Clayton open house for their new library is to be announced soon.
- c. Lenawee County Library Bookmark contest runs from February 7 to April 26, so it has begun. Winners will be announced April 26<sup>th</sup>.
- 6. The vacuum was fixed by the Vac Shop and the cost was \$40.

Old Business:

- 1. Long Range Planning & Reassessment: Ken reported that the meeting with elementary Principle, Dee Crane, was cancelled by Dee. This is Ken's last meeting, so Doug and Stephanie will have take over.
- 2. Tables and Chairs: Stephanie presented a final bid for tables and chairs from Millennium Inc. The bid is for 9 60" round folding tables and 100 dome back stack chairs, and a table cart. The total is \$7,525. the money is to come from general funds. Stephanie **moved** that we accept the bid for 9 tables, 100 chairs and the table cart for \$7,525 and that the funds be taken from line item 982. Doug **seconded**, **motion carried**. Stephanie also presented a bid from Blissfield Lumber to have the rest of the paneling replaced. To have the paneling replaced in the auditorium and in the foyer it would cost \$980. Discussion was had as to do just the auditorium vs. doing both auditorium and foyer. Stephanie **moved** to have Blissfield Lumber repanel the auditorium and the foyer for \$980, and that it be paid for from the Smith Funds, line item 977. **Motion carried** 4 votes to 1.
- 3. Establishment of yearly meeting. The meetings were set for the 3<sup>rd</sup> Thursday of each month at 4:00 p.m. Stephanie will print them out and give them to Sue to post and to the Village Office to post.
- 4. New Officers: Connie **moved** that we accept nominations for new officers and Stephanie seconded, **motion carried**. Starting in March the library board will be: President, Stephanie Tarver, Vice President Don Crots and Corresponding Secretary (until another is found,) Treasurer, Doug Hickman and Secretary, Connie O'Brien.

New Business:

- 1. Book Drop: Sue provided us with some options for a new book drop. Discussion was held and the matter tabled for now until more research can be done.
- 2. Robertson Pictures: Connie brought to Karen Coopshaw a box of slides that were taken by Phyllis Robertson and of which some we have enlarged and hung on the wall to display. Karen is going to go through them and pick some out to be enlarged and framed

for the auditorium.

3.Other: We need to give Sue her evaluation. Connie passed out the evaluation form and we are to have it back to her no later than March 10, 2005.

Closing;

Connie moved to adjourn the meeting and Dan seconded, motion carried and meeting adjourned at 5:40 p.m.

Next Meeting;

March 17, 2005 at the Schultz-Holmes Memorial Library Auditorium at 4 p.m.

Respectfully submitted by Stephanie Tarver

**Schultz-Holmes Memorial Library**  
**Minutes: 17 March 2005**

***CALL TO ORDER/RECORDING OF ATTENDANCE***

President Stephanie Tarver called the meeting to order at 4:03 PM. Dan Crots, Doug Hickman, Connie O'Brien, Library Director Sue Berryman and Lenawee County Library Director, Karen Lindquist, were present.

***RECORDING SECRETARY REPORT***

Doug moved and Connie seconded the motion to accept the minutes of the February 2005 meeting as corrected. Motion carried. Stephanie will make the corrections and send the approved minutes to the board members, Sue Berryman and Jim Wonacott.

***TREASURER'S REPORT***

Doug noted that the money in the Part-time Employee category of the budget was being spent at a slower rate than anticipated. Sue said that was probably because Christina was currently working fewer hours than had been planned, but that she will probably increase her hours in the summer. Connie moved and Dan seconded the motion to accept the Treasurer's report. Motion carried.

***COMMUNICATIONS***

There were no communications this month.

***LIBRARY DIRECTOR'S REPORT***

1. **Bill Summary**: Sue presented the Board with the monthly list of bills submitted for payment to the Village Office which totaled \$1,865.20.

2. **Polaris Workshop – Adrian Public Library**: Sue attended the workshop which presented information about a new circulation system being considered for use by the Lenawee County Library and the Adrian City Library. The overall cost would be \$83,000 instead of \$115,000, if two databases combine. Karen Lindquist is working on writing grants to help fund the county library's portion of the cost.

3. **Book Sale**: The Book Sale is scheduled for April 14, 15 and 16, 2005. The old chairs will be sold at the Book Sale for \$3.00 each. Sue and the staff will inspect the old tables and decide how many to keep. The ones being sold will be \$10.00 each.

4. **Tables Delivered**: The DPW did a great job unloading the tables and chair and removing the chairs from their boxes.

5. **Story Hour Summary**: Sue was very happy with the turnout of 6 – 8 children per story hour.

6. **County Meeting**

a. **Bookmark Contest**: Entries need to be submitted by March 21, 2005.

b. **Read-a-thon**: March 19, 2005

c. **Reading Club**: Summer reading program scheduled for May 28 to mid-August, 2005.

d. **Lenawee County Book Sale**: First weekend after Memorial Day.

e. **Lee Retiring**: Lenawee County Children's Librarian is retiring.

f. **Thermostats**: Sue was originally told by Cross Heating that the price to replace the 3 thermostats was \$60.00 each (\$180.00 total). They have now informed us that the correct cost will be \$930.00 (which includes labor) to replace the 3 thermostats. If possible, we would like to make this purchase from this year's budget.

9 Round 2' x 6'  
Tables }  
3 Long 2' x 6'  
Tables }

POST  
MAY 1st

### ***SPECIAL REPORT: DISTRICT LIBRARIES***

Doug invited Lenawee County Library Director, Karen Lindquist, to speak to us on the subject of District Libraries. Karen informed us that if we chose to become a district library both the county library and the Adrian City library would be involved since a district must be made up of at least two political entities. A lawyer would have to be hired and millage would need to be passed. Many issues, like ownership of buildings and payrolls, would need to be addressed. At this time facts are being gathered so that an informed decision on the matter can eventually be made.

### ***OLD BUSINESS***

1. **New Officers and Committee Members:** An article in the newspaper informed us that Sandy Meeks had been appointed by the Village Council to the Library Board. Stephanie will contact Sandy about the next meeting and also check with the Village Office to see if anyone else has sent a letter of interest regarding the Library Board before putting another notice in the paper about one more open position on the board.
2. **Long Range Planning and Reassessment:** Doug will arrange a meeting for himself and Stephanie to meet with Dee Crane, Blissfield Elementary School Principal.
3. **Tables, Chairs and Auditorium:** See Librarian's Report.
4. **Book Drop:** Sue provided a history of the current book drop and will bring suggestions of new book drop ideas to the next meeting. Dan suggested that we might consider a 2-year plan if the cost is too great to be paid in one year.
5. **Evaluation of Sue Berryman:** Connie compiled the individual evaluation forms which had been completed by the Library Board members and distributed a compiled copy. Sue had done a self-evaluations, which was also copied and distributed. After a discussion of Sue's performance, one form was signed by everyone and will be filed in the Village Office.

### ***NEW BUSINESS***

1. **Agenda Items:** Stephanie asked board members to submit items for the agenda to her preferably by phone or by email by the Monday preceding the monthly board meeting. Stephanie will email the agenda to everyone by the Tuesday before each meeting.
2. **Open House for Sue and Auditorium:** Stephanie will coordinate an event to be held on a Saturday in May, 2005.
3. **Gifts for Former Board Members:** Sue will buy 3 \$30.00 gift certificates from Barnes and Noble, one each for Rich Foley, Karen Coopshaw and Ken Nichols. Dan will include the gift certificates in thank you notes to the three, and invite them to stop in to the library and suggest a book which will be added to the collection in their honor.

### ***ADJOURNMENT***

Doug moved to adjourn the meeting, Dan seconded. Motion carried The meeting adjourned at 5:47 PM

Respectfully Submitted,

Connie O'Brien

not corrected copy  
see attached

**Schultz-Holmes Memorial Library**  
**Minutes: 21 April 2005**

***CALL TO ORDER/RECORDING OF ATTENDANCE***

President Stephanie Tarver called the meeting to order at 4:05 PM. Dan Crots, Doug Hickman, Sandy Meeks, Connie O'Brien, Library Director Sue Berryman and Village Administrator Jim Wonacott were present. New board member, Sandy Meeks, was welcomed.

***RECORDING SECRETARY REPORT***

Doug moved and Dan seconded the motion to accept the minutes of the March 17, 2005 meeting. Motion carried.

***TREASURER'S REPORT***

Sue said that Christina will hopefully be able to work the additional hours necessary to cover vacation time during the summer months. Jim Wonacott said he will be sure that our Library Report for April 2005, which is provided each month by Peggy, will indicate the revised budget figures that include an additional 3 months in this fiscal year. He said he would also check to be sure that the February and March Motor Vehicle Fund charges are correct since they appear to be high. Connie moved and Dan seconded the motion to accept the Treasurer's report. Motion carried.

***COMMUNICATIONS***

Dan wrote 4 thank you notes this month. A note was sent to Rich Foley, Karen Coopshaw and Ken Nichols thanking them for the time they served on the Library Board, and another note was sent to Mark Strahan thanking him and the DPW for helping with the delivery of the new tables and chairs for the auditorium.

***LIBRARY DIRECTOR'S REPORT*** (See full Librarian's Report for details)

1. Bill Summary Total: 924.79
2. Book Sale Total: \$754.65 with an additional \$213.00 from the sale of books and magazines on the cart near the front door during the last year.

3. County Meeting

- a. Bookmark Contest Winners
- b. Summer Reading Program
- c. Polaris Circulation Project

Connie moved and Doug seconded a motion to change our circulation policy for most books from 2 weeks to 4 weeks in order for our policy to be in agreement with the County Library's policy. The exception would be new books that are in high demand and would still be required to be returned in 2 weeks. Motion carried.

d. Bookmobile Readathon

e. Surprise Retirement Party for Lee Groeb, County

***OLD BUSINESS***

1. New Board Members

The opening for another Library Board member will be noted in 2 places in the upcoming Village Newsletter which should be mailed in about 3 weeks.

2. Meeting with Dee Crane

No meeting has been arranged yet. Sue will prepare a list of questions she has for the schools and would like a copy of their curriculum in order to better serve the Blissfield students. Stephanie will provide a cover letter and Doug will either email or send a letter with the questions to the appropriate parties at each of the Blissfield schools.



**3. Book Drop**

Sue will contact Mark Strahan about the possibility of having the DPW fabricate a book drop and cart that would meet the staff's needs.

**4. Open House**

Sue suggested that instead of an open house to welcome her as the new Library Director, we invite an author as the focus of the event that would also bring the community in to see the redecorated auditorium.

**5. Thermostat Replacement**

Since Cross Heating provided 2 estimates that varied greatly, (\$180.00 and \$930.00), Sandy volunteered to get additional estimates from companies certified to work on Trane heating/cooling units.

**NEW BUSINESS**

1. **Library and River Raisin Parade:** Sue would like to have the winners of the bookmark contest from Blissfield march in the River Raisin Parade wearing t-shirts provided by the library and carrying the library banner. She said the 2 employees scheduled to work the morning of the parade would walk with the children and the library would then open after the parade is over.

2. **Flood Lights in Front of Building:** Sue will ask the DPW to check to see why the lights are no longer working.

3. **Decorating the Graves:** Stephanie will handle the decorating of the Schultz and Holmes graves at Pleasant View Cemetery.

4. **Tour of Library for Board Members:** Sue agreed to provide a tour of the library for the current board members after we have a full board.

**5. Sandy Meeks Questions:**

a. Answering Machine – Jim Wonacott will check to see if the library's phone could be programmed to have an outgoing message.

b. Statistics on Number of Households with Computers – Jim Wonacott said the 2000 US Census should be able to provide that information.

c. Public Notice Regarding New Books – Sue said she could submit a monthly article to the Advance with library information.

d. Local History Area – A subcommittee of Sandy Meeks, Dan Crots and Connie O'Brien was formed to look into designating an area of the library for local history.

e. Internet-Accessible Computers – Sue said there are now 4 internet-accessible computers for patron use. A one-half hour limit is imposed when someone is waiting to use one of the computers, but Sue said they seldom have people waiting now that there are 4 computers.

f. Ancestry-Plus – The computer with Ancestry-Plus on it will be updated mid-summer and then that program will again be available.

g. Inter-Library Loan – Microfilm is available from libraries willing to share their holdings through the inter-library loan program.

h. Scanner/Printer – The printing capability is limited until the new computers arrive. Sandy also mentioned that only Christina has been able to help her with this machine.

**ADJOURNMENT**

Doug moved to adjourn the meeting, Dan seconded. Motion carried The meeting adjourned at 6:02 PM

Respectfully Submitted,  
Connie O'Brien

# Schultz-Holmes Memorial Library Board Meeting

Minutes: 19 May 2005

## CALL TO ORDER/RECORDING OF ATTENDANCE

President Stephanie Tarver called the meeting to order at 4:03 PM. Dan Crots, Doug Hickman, Sandy Meeks, Connie O'Brien, Stephanie Tarver, and Library Director Sue Berryman were present. Also in attendance was Mike Zander a Boy Scout who was attending the meeting to fulfill the requirement for a merit badge in Communications. Village Administrator Jim Wonacott attended part of the meeting.

## RECORDING SECRETARY REPORT

Doug moved and Sandy seconded the motion to accept the minutes of the April 21, 2005 meeting with the following correction: Under NEW BUSINESS, #5, f. Ancestry Plus - "The 4 internet computers all have Ancestry Plus on them. Only one of the 4 cannot be updated but will eventually be replaced". Motion carried.

## TREASURER'S REPORT

Doug said the April 2005 Library Report reflect the additional funds and fiscal year extension of the Robertson Lecture Account for speakers. Karen Crotts reported the Phyllis Robertson Artwork Fund for photos to Dan seconded to accept the Treasurer's Report. Motion carried.

## COMMUNICATIONS

Dan reported that there were no communications.

## LIBRARY DIRECTOR'S REPORT (See full Lib

1. Bill Summary Total: \$
2. Letter to Blissfield School
3. Blissfield Advance - "F note to the Advance.
4. Phone System
5. Bookdrop and Front I and if the DPW cannot
6. County Report
  - a. Polaris Contra
  - b. County Book S
7. River Raisin Parade -
8. Library Website Jim the page.
9. River Raisin Festival will contact the people interviews and see if at donate the \$50.00 rent
10. Blissfield Lumber A replace the paneling in
11. Community Event in into authors to be cons
12. Household Computer State of Michigan statistic those 51% have internet access

**CALL TO ORDER/RECORDING OF ATTENDANCE**  
President Stephanie Tarver called the meeting to order at 4:03 PM. Dan Crots, Doug Hickman, Sandy Meeks, Connie O'Brien, Stephanie Tarver, and Library Director Sue Berryman were present. Also in attendance was Mike Zander a Boy Scout who was attending the meeting to fulfill the requirement for a merit badge in Communications. Village Administrator Jim Wonacott attended part of the meeting.

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Schultz-Holmes Memorial Library Board Meeting  
Minutes: 19 May 2005

**13. Monthly Statistical Report** As requested, Sue is providing the Board with a monthly statistical report.

Connie asked Sue if she would email her Librarian Director's Report to the Board on the Monday before the monthly meeting, as she used to do.

**OLD BUSINESS**

**1. New Board Members**

An opening for another Library Board member still exists. Sandy suggested asking friends and associates.

**2. Letter to Blissfield Schools**

Sue prepared a letter which will be sent to the Blissfield Schools asking them to keep the library updated on reading lists and projects.

**3. Thermostat Replacement**

Sandy talked to a number of people from Trane about the problem with our heating/cooling system. Doug moved and Dan seconded a motion to limit to \$600.00 the initial investigation by Trane or Nelson-Trane (the service group) to determine the problem with the HVAC system. Motion carried.

**4. Flowers for the Schultz-Holmes Graves**

Stephanie has placed flowers from Royal Expressions on the graves.

**NEW BUSINESS**

**1. History/Research Committee:** Dan presented the Working Draft of his report on the process of establishing a history/research room in the library. He recommended that we begin with a Feasibility Study and look into hiring a Library Consultant to advise us. Jim Wonacott suggested we could include a library survey in the August newsletter, and that he will talk to us about working with consultants at the June Library Board meeting.

**2. Millage:** Jim Wonacott suggested inviting Karen Lindquist to our June meeting to update us on the District Library project so that he could pass that information on to the Village Council. Connie expressed concern with the lack of information on the wording of earlier millage requests for the library. Stephanie said the Library Board will not file a Freedom of Information request to get that information.

**3. Staffing:** In an effort to become more familiar with the library's staffing (in the framework of looking toward a millage and working with a consultant), Sandy had reviewed the staff schedules for the last few months and asked why each staff member works part of her hours (up to a total of 18.5 hours in a week) while the library is closed. Sue explained that the Board has to know how a library works in order to understand why it is necessary for the staff to be scheduled to work that many hours while the library is closed, and that Jim Wonacott had told her that staff scheduling is her domain. Sue said that the main goal of the staff is to help the patrons but then the staff is not able to get their regular work done unless they are scheduled to work part of their hours while the library is closed. She said the staff never spends any time working on personal matters. Stephanie felt strongly that the Board should not be asking questions about staff scheduling. But Connie said that this situation is a concern for the Board because Sue has periodically told the Board that she has trouble with covering the library's open hours when staff members are out or on vacation. Connie said that she thought that the staff only rarely worked while the library was closed until sometime within the last 2 years. Until that time working while the library was closed was not regularly scheduled, but rather as needed.

Sandy also asked if the library staff received paid lunches. Sue said they have paid working lunches because they can be called to help if there is only one other staff member working. Sandy suggested that patrons might be asked to wait and the staff member allowed to have a 30-minute uninterrupted break. Sue said that is not how our library works, and they are able to avoid congestion at the check-out desk with working lunches.

4. **Inventory:** The Blissfield library inventory is finished. Sandy from the County Library will send a list in June of the missing books from the Blissfield collection.

5. **Volunteers:** Dan asked to have the topic of Volunteers included in the next agenda.

6. **Microfilming the Advance:** Sandy has begun investigating the cost of having the remaining issues of The Advance microfilmed. Her initial estimate is \$6,000.00 to \$7,000.00 to complete the job, based on information she received from Bowling Green State University. Funds need to be raised and it would be helpful if an organization like the Blissfield Area Historical Society would get involved. Sandy will find out what it would cost to have someone from Bowling Green come and give us an actual estimate on microfilming the remaining issues of the Advance.

### ***ADJOURNMENT***

Doug moved to adjourn the meeting, Sandy seconded. Motion carried The meeting adjourned at 6:22 PM

Respectfully Submitted,

Connie O'Brien

**Schultz-Holmes Memorial Library Board Meeting**  
**Minutes: 19 May 2005**

Corrected

6/16/05

***CALL TO ORDER/RECORDING OF ATTENDANCE***

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***TREASURER'S REPORT***

Doug said the April 2005 Library Report provided by the Village Office still does not reflect the additional funds and fiscal year extension. He noted that money remains in the Phyllis Robertson Lecture Account for speakers. Karen Coopshaw was instructed to use money from the Phyllis Robertson Artwork Fund for photos to be hung in the auditorium. Connie moved and Dan seconded to accept the Treasurer's Report. Motion carried.

***COMMUNICATIONS***

Dan reported that there were no communications this month.

***LIBRARY DIRECTOR'S REPORT*** (See full Librarian's Report for details)

1. Bill Summary Total: \$1,154.88
2. Letter to Blissfield Schools
3. Blissfield Advance - "Readers' Corner" Dan will send a Thank You note to the Advance.
4. Phone System
5. Bookdrop and Front Lawn Spotlights Sue will contact Mark again and if the DPW cannot fix the lights an electrician will be called.
6. County Report
  - a. Polaris Contract (New Circulation System)
  - b. County Book Sale June 1, 2, 3, and 4
7. River Raisin Parade – Library Participating
8. Library Website Jim Wonacott suggested using the Village link for the page.
9. River Raisin Festival Queen Interviews Doug said the Lions Club will contact the people interested in renting the auditorium for interviews and see if an arrangement can be made to have the Lions donate the \$50.00 rental fee.
10. Blissfield Lumber A staff member was informed that the work to replace the paneling in the auditorium will begin soon.
11. Community Event in Place of Welcome to Librarian Sue will look into authors to be considered.

**12. Household Computer Statistics** Sue reported that according to the State of Michigan statistics, 58.1% of households have computers, and of those 51% have internet access.

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**13. Monthly Statistical Report** As requested, Sue is providing the Board with a monthly statistical report.

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years. Until that time working while the library was closed was not regularly scheduled, but rather as needed.

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Sandy also asked if the library staff received paid lunches. Sue said they have paid working lunches because they can be called to help if there is only one other staff member working. Sandy suggested that patrons might be asked to wait and the staff member allowed to have a 30-minute uninterrupted break. Sue said that is not how our library works, and they are able to avoid congestion at the check-out desk with working lunches.

4. **Inventory:** The Blissfield library inventory is finished. Sandy from the County Library will send a list in June of the missing books from the Blissfield collection.

5. **Volunteers:** Dan asked to have the topic of Volunteers included in the next agenda.

6. **Microfilming the Advance:** Sandy has begun investigating the cost of having the remaining issues of The Advance microfilmed. Her initial estimate is \$6,000.00 to \$7,000.00 to complete the job, based on information she received from Bowling Green State University. Funds need to be raised and it would be helpful if an organization like the Blissfield Area Historical Society would get involved. Sandy will find out what it would cost to have someone from Bowling Green come and give us an actual estimate on microfilming the remaining issues of the Advance.

#### ***ADJOURNMENT***

Doug moved to adjourn the meeting, Sandy seconded. Motion carried The meeting adjourned at 6:22 PM

Respectfully Submitted,

Connie O'Brien

**Schultz-Holmes Memorial Library Board Meeting**  
**Minutes: 16 June 2005**

***Call to Order/Recording of Attendance***

President Stephanie Tarver called the meeting to order at 4:00 PM. Board members Dan Crots, Doug Hickman, Sandy Meeks, Connie O'Brien and Stephanie Tarver were present. Also in attendance were Library Director Sue Berryman, Lenawee County Library Director Karen Lindquist and Jim Seidl, Director of the Woodlands Library Cooperative.

***Pledge of Allegiance***

***Approval of Agenda***

To be discussed under New Business.

***Program: The Purpose and Responsibilities of a Board***

Presented by Jim Seidl

Jim gave everyone present a handout of the outline for the talk he presented. Among the topics he covered were the following items:

The heart of the job of the Library Board is to develop a strategic plan which states reasonable and attainable goals by looking at where the library is and where the board wants it to go. The Library Director should provide the Board with a quarterly report on the progress she is making toward those goals, and any problems she has had in reaching the goals.

The Library Board should strive to be proactive rather than reactive.

There should be a copy of the village audit in the library which is available to the public and each board member should have a copy.

There must be 4 board members present to conduct official business.

All sub-committee meetings should be officially posted 48 hours in advance, and the Library Director should be invited to all meetings as an ex-officio member.

New board members should participate in an orientation program provided by the Library Board President and Library Director. A senior board member should serve as a mentor to a new board member.

Board members should not be involved in the interviewing process for new library employees, for the protection of the board.

Policies should be kept short and concise; procedures can deal with the details of the policies. Policies should be tested before approving them. Unless an emergency exists, a policy should not be approved at the first meeting at which it was presented. Karen Lindquist will have a policy manual sent for the library board members' use.

Board meetings should be no longer than 2 hours.

Board members should not be library volunteers.

Limit public comment to 5 minutes.

Board President should poll board members on issues so that everyone's view is heard.

***Recording Secretary's Report***

Doug moved and Sandy seconded a motion to approve the May 2005 minutes with the following corrections: under New Business, #3. Staffing, add "combined" in phrase, "(up to a total of 18.5 hours in a week), and change "domain" to "responsibility". Motion carried.



**Treasurer's Report**

Doug went over the amended budget. Sue distributed the new Budget Request Form which she had received from Jim Wonacott. The board was instructed to provide Doug with non-routine items to be included on the form. They do not need to be prioritized. Some immediate suggestions were: wireless microphone set-up, furnace repairs, driveway repairs, and drop box.

Doug also mentioned that the Presbyterian Church currently owns a house that, if sold, might provide some funds for the library. Connie moved and Dan seconded a motion to accept the Treasurer's Report. Motion carried.

**Corresponding Secretary's Report**

Dan sent a thank you to Marcia Loader at the Advance and will send a note to Barbara Klump, Jim Seidl and Karen Lindquist.

**Library Director's Report** (See Librarian's Report 6/16/05 for details)

1. Bill Summary Total: \$1,291.82
2. Reading Club
3. New Laser Printer
4. Sue on Vacation June 25 until July 5, 2005
5. County Report

a. New positions at County Library

b. Training for new circulation system. **Schultz-Holmes Library will be closed**

**Wednesday, July 20 and Thursday, July 21** so that the staff can attend training sessions on the Polaris system. Sue will post a notice to that effect and also put a notice in the Advance.

c. County book sale

6. New budget form
7. Monthly Circulation Totals report
8. List of Gift Money 2004-2005

**OLD BUSINESS**

1. **District Library Update** Karen Lindquist was invited to come to the September Library Board meeting in order to provide an update to us and Jim Wonacott on the district library situation.

2. **Community Event** Stephanie and Sue have talked about having an American Girl event at the library.

3. **School Letter** The letter has been sent and Stephanie will re-send it in the fall if there is no response.

4. **Consultant** Dan gave each board member a copy of the information about hiring a consultant that he had received from Jim Wonacott. Discussion was tabled until the July meeting.

5. **Thermostat** Dan Frank from Nelson Trane inspected the thermostats today and recommended replacing all three thermostats. He suggested re-locating the 2 thermostats on the column near the internet computers or moving the computers, changing the fan mode on the thermostats from "auto" to "on" in the occupied mode, and replacing the programmable thermostat in the auditorium with a simple on/off, heat/cool sensor with a manual slide or dial type setpoint. He said that if these changes did not entirely correct the problems, averaging sensors to detect the temperature in areas where the thermostats cannot be added, but that would be a much more expensive alternative.

#### 5. Thermostat (continued)

Dan Frank also recommended checking to see if the blower coil wall unit in the south entrance hallway could be activated. Sue will call Blissfield Heating and Plumbing and have them check that unit.

6. **Old Millage** Laura Neuman told Connie that they (at the Village Office) had looked at records from the dates Connie had found (in an incomplete search of the Advance) and had not yet found anything to indicate whether or not the original millage had an ending date or if there had been any additional millage requests put before the voters.

7. **History/Research Area Committee** As part of the feasibility study, Dan distributed to the board copies of the following documents he had prepared: a list of organizations and professionals to be surveyed, a cover letter and survey to be sent to the specified organizations and professionals and a survey to be included in the next Village Newsletter. Each board member also received a copy of the letter Charles Lindquist had written on creating a genealogy and local history room in the library. The first step of the feasibility study is to obtain input from the residents of Blissfield and the people on the list of organizations and professionals mentioned above, which includes Charles Lindquist. His June 3, 2005 letter was in response to Sue giving Karen Lindquist a copy of the "Working Draft" manuscript Dan had prepared for committee and board use, and Karen asking Charles to provide his comments.

8. **Microfilming of Advance** Sandy was informed that her estimate of \$6,000 – 7,000 was probably pretty close to the actual cost to microfilm the remaining issues of the Advance. Sandy will now recommend that the Advance contact the department at Bowling Green State University that does the microfilming. The issue of funding the project is undecided, but Connie said she had hoped the Blissfield Historical Society would be interested in raising the funds for this project.

There was discussion about the limitations of the current microfilm reader/printer, and it was agreed that we should look into getting a new one.

9. **Staffing** Sandy said that she still does not think that it is appropriate for the staff to work so many hours while the library is closed. Stephanie said that Karen Lindquist had informed her that that amount of time (up to a combined total of 18.5 hours) was appropriate. Sandy had asked numerous library directors at other libraries and they said that the library director does often need to work more than the hours the library is open, but that their staff would only work while the library is closed if there were a special project. Stephanie said that this library would not run properly if the staff did not have that much time to work while the library is closed. However, Sue suggested opening the library at 10:00 AM instead of 10:30 on Monday, Wednesday, Friday and Saturday. All 4 staff members are there by 10:00 on those days. There was concern since the staff would then work approximately 7 hours less while the library is closed, and Connie asked how they would be able to get the work done that they need to do while the library is closed. Sue said they would continue to prioritize their work, and would not get as many shelves read, as an example. Connie said that if we were going to add a total of 2 more hours to the time the library is open each week she thought it would serve the public better if the 2 hours were added in the afternoon so that the library would close at 5:30 PM instead of 5:00 on Monday, Wednesday, Friday, and Saturday so that people could stop on their way home in the afternoon. Sue said the morning hours would better serve children in the summer and senior citizens. More discussion is needed.

## NEW BUSINESS

1. **Volunteers** Dan gave each board member a copy of the Policy Regarding Community Service Workers (from 1994), and a document with suggestions for tasks volunteers can do. Dan recommended that we draft a friendlier volunteer policy. Tabled until the next meeting due to the time.
2. **By-Laws** Everyone now has a copy of the current by-laws which have not been revised since 1994. Tabled until the next meeting due to the time.
3. **Board Member Orientation** A policy is needed. Tabled until next meeting.
4. **Library Tour** Sue agreed to give the current board members a tour of the library instead of waiting until another board member is appointed.
5. **Approval of Agenda** It was agreed that items could be added to the agenda at the beginning of the meeting, but although those items could be discussed, unless it was an emergency, no action would be taken until a later meeting. Ideally all agenda items will be emailed the Board President by the Monday preceding the meeting, and he/she will send the agenda to all the board members by the next day, at the latest.

Doug moved and Connie seconded to adjourn the meeting. Motion carried. Meeting ended at 8:30 PM.

Respectfully submitted,

Connie O'Brien

# Schultz-Holmes Memorial Library Board Meeting

## Minutes: 21 July 2005

Corrected 9/05

### ***Call to Order/Recording of Attendance***

President Stephanie Tarver called the meeting to order at 4:05 PM. Board members Dan Crots, Sandy Meeks, Connie O'Brien and Stephanie Tarver were present. Doug Hickman was absent. Also in attendance were Library Director Sue Berryman, Village Administrator Jim Wonacott and prospective board member, Andrea Milner.

### ***Pledge of Allegiance***

### ***Approval of Agenda***

Sandy moved and Connie seconded the motion to remove "Approval of Agenda" from our monthly agenda. In favor: Sandy, Connie and Dan. Motion carried.

### ***Public Comment***

### ***Recording Secretary's Report***

Sandy moved and Dan seconded a motion to accept the Recording Secretary's report. Motion carried.

### ***Treasurer's Report***

Since Doug Hickman was absent, the monthly treasurer's report was reviewed but not discussed. Jim Wonacott said he would try to watch our Monthly Vehicle Fund expenses (equipment rental fees), but said we were currently under budget in that category. (Also see Budget Request Form in OLD BUSINESS).

### ***Communications***

Dan sent thank-you notes to Jim Seidl and Karen Lindquist for their visit to the meeting last month. He also sent a thank-you note to Barb Klump for her \$75.00 donation in honor of Lenawee Children's Librarian, Lee Groeb.

### ***Library Director's Report*** (See Librarian's Report July 21, 2005 for details)

1. **Bill Summary** Total: \$1,124.31
2. **Parade**
3. **Trane** \$600.00 quote. (Also see Thermostats in OLD BUSINESS)
4. **Blissfield Heating**
5. **Village Intern** Lisa Fisher
6. **County Library Report**
  - a. Start-up date for new system: August 10
  - b. County Library also closed July 20 and 21 for training
  - c. Three days of training condensed into two days
  - d. Inventory will be done in September
7. **Conduct Policy** Sue will prepare a policy to cover patron conduct and email it to the board as soon as possible so that the board can review it before the August meeting.
8. **Monthly Circulation Figures** The format is going to change with the new system
9. **Filters** Sue said there are filters on the internet computers to keep patrons, especially children, from getting into undesirable sites.

**OLD BUSINESS**

1. **Thermostats** Dan moved and Sandy seconded a motion to approve the Trane quote of \$600.00 to begin the work on the thermostats, and give Sue the discretion of going up to a total of \$1,000.00 to get the job done. Concern was expressed about not having enough money in the Building and Ground Maintenance category of this year's budget. Jim said sometimes it is necessary to go over the budget and get the job done. Motion carried. Sue will contact Nelson-Trane.

2. **Front Flood Lights** Sue will call Mark Strahan from the DPW again. If Mark does not respond, Sue is to notify Jim.

3. **Microfilming the Advance** Sandy has received the following estimate from Bowling Green State University: 1946 – 1994 approx. \$112.20/year

1995 – 2004 approx. \$243.30/year (Advance format changed)

Estimated Total: \$7,930.80.

Since the Rost funds have been approved to be used for the History/Research Area, Dan moved and Connie seconded using up to \$8,500.00 from the Rost funds to microfilm the 1946 to 2004 copies of the Advance. Motion carried. Sandy will follow through on this project.

4. **History/Research Area** Dan has sent about half the surveys to the professional individuals and organizations, including Charles Lindquist. Jim needs to have a copy of the survey that will be included in the November Village Newsletter by October 6.

5. **Board Member Orientation** Dan will prepare a checklist for an orientation program for new board members.

Stephanie will provide **corrected copies of the February 2005 minutes** to all the board members.

6. **Volunteers** Dan will work with Sue to formulate a volunteer policy. Sue stated her opinion again that volunteers are often more work than help.

7. **Library Tour** The Board needs to arrange a time with Sue for a tour of the facilities.

8. **Auditorium Décor** Stephanie spoke to Fred Neuman at Blissfield Lumber and he said Chuck will finish the replacement of the wood paneling soon.

9. **By-Laws** Stephanie will chair the By-Laws and Policy Subcommittee. Also on the committee are Dan Crots, Sandy Meeks and Connie O'Brien. Sue is an ex-officio member. Stephanie will set a meeting date for the subcommittee and notify everyone.

10. **Staffing** The subject of staffing continued to be discussed because even though there are 4 employees, the library is still often understaffed while open. Sandy distributed a graph of typical staff scheduling and asked Sue to brainstorm and bring to the August meeting as many scenarios and alternate suggestions as possible that would have the staff work less time while the library is closed. Sandy reiterated her concern that it would be difficult to support and promote a millage to the public with the current staffing situation in the library. Sue said the problem is directly related to the employee who works only 30 hours per week and has 7 weeks vacation. Connie said that in her opinion there was another aspect to this problem. She said that at the time the Clerk's position was changed from part-time to full-time, what the board understood and what happened were not the same. It was her recollection that the following occurred: Barb asked the Board to accept the Clerk's request to increase her hours from about 25/week to 40/week and become full-time. Barb said that although there was not enough actual work for a full-time Clerk, the Clerk would suggest and work on projects to fill the rest of her 40 hours. After reviewing the budget and agreeing that we would cut back certain areas of the budget in order to be able to fund another full-time employee, the Board agreed to make the Clerk's position full-time. Barb then explained to the Board that since the library was only open 40 hours a week, a full-time employee works the 40 hours the library is open. At that time the library was open 5 days a week which included 3 evenings and Saturday, and the Clerk did not

want to work three evenings and every Saturday. The Board then agreed to review and eventually change the library's hours so that the library would be open 6 days a week but only 2 evenings and Saturday for a total of 40 hours. Unbeknownst to the Board, the schedule for both full-time employees was arranged so that they each worked five of the six days and made up the rest of their 40-hour week while the library was closed. Instead of adding a second employee who worked the 40 hours the library was open, as the Board thought we were doing, we now had no employee who worked the 40 hours the library was open. In Connie's opinion, this practice has resulted in the current staffing problem.

Jim Wonacott asked Sue to develop a general task list of jobs that can be "only done" while the library is closed, and those that are "better done" while the library is closed, the time needed for each job, and to prioritize the list.

He added that board members need to have information in order to make decisions.

**Additional Part-Time Employee** Christina is scheduled to work 20 hours per week but only works 10. Her tasks include shelving books, working on the front desk and doing special projects. Sue would like to hire a student to work the other 10 hours per week.

**Paid Lunches** The staff currently gets a paid lunch but that may be illegal unless they are exempt from a state law. Jim said the law also requires an employer to offer each employee a 15-minute paid break for every 4 hours worked.

11. **Phone Answering Feature** Jim told Sue to call Jennifer and get the number for CityTel to be sure an answering machine or any piece of equipment bought for the library phones would be compatible with the current village system. Stephanie said she will handle that.

12. **Library Website** Christina sent library information to the Village Office to be included on the website Jennifer is currently updating.

13. **Consultant** Dan recommended hiring a consultant to advise us on a number of issues including the pros and cons of a district library –vs- a village library. The Board is concerned about the future funding of the library. Jim suggested that our first consideration should be a village library since it is more complicated to go the district route. He also said that according to state law, the Village Council has the ultimate authority to make a decision for either a district or village library. That decision would then be put to the voters. However, the Council realizes that the likelihood of a successful vote is lessened if the Library Board is not supportive of the Council's decision.

14. **Budget Request Form** Jim is using a new form, which was given to Sue before our last meeting, and may be replacing the Board's process of developing and approving a yearly budget. After discussion the following items were included on the Budget Request Form:

- Book Drop
- Driveway Repair/Replacement
- Wireless Mic
- People Counter

Stephanie will get the form with estimated costs to Jim by Monday, July 25. Jim also said there should be an "Education" line item in the budget with about \$2,000.00 to start.

## NEW BUSINESS

1. **Quarterly Review of Director** Tabled
2. **Policy Review** (See By-Laws in OLD BUSINESS)

Dan moved and Sandy seconded a motion to adjourn the meeting. Motion carried. The meeting adjourned at 6:50 PM.

Respectfully Submitted,  
Connie O'Brien, Recording Secretary

# **Schultz-Holmes Memorial Library Board Meeting**

**Minutes: 18 August 2005**

Corrected 9/15/05

## ***Call to Order/Recording of Attendance***

President Stephanie Tarver called the meeting to order at 4:00 PM. Board members Doug Hickman, Sandy Meeks, Andrea Milner, Connie O'Brien and Stephanie Tarver were present. Dan Crots was absent. Also in attendance were Sue Berryman, Library Director and Margaret Hans, Library Clerk.

## ***Pledge of Allegiance***

## ***Public Comment***

Margaret Hans presented the board with 3 typed pages, the first of which dealt with three areas of concern Margaret had and the other two were supporting documents. Margaret was apparently told by someone that a board member, (and Connie said she was the board member in question), had called Margaret's character into question by implying that she had used "company time" to do her own family research. In response Connie said that when Sue told her that Margaret had done many hours of genealogical work, Connie asked if they had been done on "company time." When Sue said that they had not, Connie apologized because that was a difficult question to ask, but said she felt it was necessary to ask that question. Connie also apologized to Margaret, but still thought that the question about when the personal work had been done was necessary to ask.

Margaret also felt her character had been called into question on the issue of overtime when she had apparently been told by someone that a board member had implied that she (Margaret) was submitting overtime pay to which she was not entitled. Margaret said that because of that, since February 2005 she has kept track of her overtime but has not submitted it. Connie said that, again, she felt she was the board member in question and that it was unfortunate that Margaret had only been told part of the story again. Connie explained to Margaret that she did not think any employee should be applying for overtime when the library is only open 40 hours per week and the two full-time employees are working 6 to 6-1/2 while the library is closed. Connie said that in her opinion this was a scheduling issue and that it had been suggested to Sue that instead of scheduling Margaret to work so much time before the library opens each day, Sue schedule Margaret to work 15 to 30 minutes after the library closes. Margaret said that was an agreeable arrangement with her.

The third issue of concern to Margaret was the wording of the July 21, 2005 minutes under "Staffing." Andrea suggested that the word "misled" implied a premeditated misrepresentation. Connie said that was not what she intended to convey, and said she would change the sentence with "misled" in it. She said she had documented the information in that paragraph to explain how there had been a miscommunication during the process of changing the Clerk's position from part-time to full-time. The Board's understanding at that point was that the Library Director and the full-time Clerk would both now be working the 40 hours the library was open. Based on that understanding, during the interview process for a new Library Director, each interviewee was asked if she was willing to work 6 days a week (for a total of 40 hours). One interviewee walked out of the interview because she did not want to work 6 days a week. (Stephanie said that she had known that the employees did not work 6 days a week, but did not inform the board until now). Connie told Margaret that the rest of the board found out that the full-time employees were not working 6 days a week when Margaret interviewed for that position. Now that we know how the staff is scheduled, it is Connie's opinion that the Clerk's position should be part-time and another part-time Clerk should be hired in order to help alleviate the scheduling or staffing problem.

Discussion on the minutes continued in the Recording Secretary's Report below.

***Recording Secretary's Report***

Stephanie said that minutes should only indicate that discussion took place and what action occurred, but not many details. She and Sue brought copies of other boards' minutes as examples. Connie disagreed and said she thought that any pertinent discussion should be included in the minutes. Sandy said that we would not be able to remember what had been said if it were not included in the minutes. Stephanie said each board member should take his or her own notes to remember what was said, and that she did not want Connie to get in trouble for what she had written in last month's minutes. Doug said we could ask Margaret what she would like to see in the July minutes.

Connie also wanted to make a correction to the July minutes under OLD BUSINESS: Paid Lunches - 15-minute "unpaid" break should be 15-minute "paid" break.

Stephanie wanted the word "end" to be changed to "adjourn" at the bottom of page 3.

After more discussion Doug moved and Sandy seconded a motion to table the approval of the minutes until next month's meeting. Motion carried.

***Treasurer's Report***

Doug presented Jim Wonacott's figures for the Proposed 2005-2006 Budget. Connie moved that we accept the **2005-2006 General Fund Library Budget** as proposed by Jim Wonacott with the addition, at Jim's suggestion, of a \$2,000.00 line item for Board Education. Sandy seconded. Motion carried.

Sue was told by the board to submit the receipts for which she had not been reimbursed to the Village Office. The reimbursement should come from the Fine Account (#707-730-979). It was not the board's intention that Sue pay for library items out of her own money.

Connie presented a Savings/Gift Account Summary which she was not sure was complete. Using the remaining figures in each account, Connie prepared a **2005-2006 Library Gift/Savings/Trust Proposed Budget**. Sandy moved to accept the proposed Gift/Savings/Trust Budget for 2005-2006 as submitted. Andrea seconded. Motion carried. Doug was asked to inform Jim Wonacott that the Library Board wanted the paving of the driveway to be removed from the list of items for which funding was being requested, and that the board did not think that gift money should be used for items like salaries or the upkeep of the building and/or grounds.

***Communications***

None this month.

***Library Director's Report*** (See Librarian's Report August 18, 2005 for details)

1. **Bill Summary** Total: \$1,191.47
2. **Trane** Sandy asked Sue to keep calling Trane.
3. **Front Flood Lights** Sue will call Iott Electric for an estimate on repairing or replacing the front flood lights.
4. **Daily Telegram Drop Site** The board asked Sue to inform the Telegram that we do not want them to use the library's back door as a paper drop location.
5. **Reading Club Party** 127 children and about 40 adult readers participated.
6. **New Computer System Start-up**



**7. County Meeting**

- a. Last minute changes and instructions with system change over.
- b. Kimberly Gage – new Children's Librarian at County Library.
- c. Internet problem and Privacy Act.

County has removed filters from servers.

**8. Patron Conduct Policy** – Sue had emailed a copy of a preliminary Patron Behavior Policy based on the Monroe County Library System's Patron Behavior Policy to the board. Connie suggested that the items dealing with bicycles, cell phones and conversations from the Monroe County policy should be included and that Jane Kelley should be consulted regarding the authorities being contacted under certain circumstances. Connie also asked that "Blissfield library system" (paragraph 1) and "This library" (paragraph 4), be changed to the "Schultz-Holmes Memorial Library." Sandy asked whether "inappropriate behavior" should be defined, and if "library grounds" should also include "in vehicles." Sue said the County library prefers general terms like "inappropriate behavior," and Doug, Sue and Stephanie did not think "in vehicles" needed to be specified. Connie asked if anyone knew for sure whether "Michigan Compiled Laws 722.675, 722.677, 752.365, 752.795" were accurate numbers and the correct laws we want cited. Stephanie said she knew those were correct. Sandy said the policy should include where those laws can be viewed. Sandy also questioned the use of the word "may" and Andrea talked about the difference between a zero-tolerance policy and one that offers options for violations of the policy. Sandy also suggested that on the Notice of User Conduct Policy Violation Form, a line should be added (after the conduct is described) that indicates what action has been taken. Sue will contact Jane Kelley about the authorities being contacted and also the policy procedure to be followed in the case of abandonment. Discussion will continue at the next meeting.

**9. Phone Answering Machine** - City-Tel will talk to Jennifer in the Village Office. In the meantime, Sandy moved and Doug seconded a motion for Stephanie to buy an answering machine - with an outgoing message only - with petty cash not to exceed \$50.00. Motion carried.

**10. Volunteer Policy** – The County library uses volunteers for processing books but the volunteers do not have anything to do with patron records. More discussion was tabled until next month.

**11. Microfilming the Advance** – Karen Lindquist and others told Sue that the cost of the original microfilm project was divided between the school, the Blissfield Advance, the Lenawee County Library and the Schultz-Holmes Memorial Library. Connie said she had always heard that the Blissfield Area Historical Society was also a contributor. Hal and Jo Heidbreder had initiated that project. Sue had also checked with the Clark Historical Library at Central Michigan, but they did not have the Advance on microfilm there. Sandy plans to take the copies of the Advance that are to be microfilmed to the BGSU facility on Tuesday, August 23<sup>rd</sup>.

**12. Stephanie's Computer Problems****13. Library Duties List**

**14. Monthly Statistical Report** – Unavailable this month due to system change-over.

***Committee Reports***

1. **Historical Subcommittee** - Tabled
2. **Policy Subcommittee**

**OLD BUSINESS**

1. **Thermostats** (See Library Director's Report: Trane)
2. **Front Flood Lights** (See Library Director's Report: Front Flood Lights)
3. **Phone Answering Maching** (See Library Director's Report: Phone Answering Machine)
4. **Microfilming the Advance** (See Library Director's Report: Microfilming the Advance)
5. **By-Laws** Connie suggested under Article I: Membership, the first paragraph should

read, "The library board of the Schultz-Holmes Memorial Library shall be elected by registered Blissfield voters to a four-year term or appointed by the Village Council until the next election takes place. Board members will be paid a stipend each year by the village to serve as trustees. Under Article II: Officers, Section 1, add "a" before president, and "a corresponding secretary" and "member-at-large". Under Section 3, line 3, change "I" to "It". And after Vice President, "Is the president-elect for the following year and conducts the meeting in the absence of the president."

Sandy suggested that after Corresponding Secretary, "Corresponds with the public with appropriate communications as needed."

On page 2 under Article III: Meetings, Section 2, Connie suggested the annual report might be a Gift/Savings/Trust account summary provided by the Treasurer, a summary of policies provided by the Recording Secretary, a Gifts Received Summary provided by the Library Director and other reports. It was decided that the annual meeting would be in November of each year and that the slate of officers would be selected in October.

Page 2, Section 3, add "at" after "or" on the first line of that section.

Page 2, Section 4, line 2 change "boars" to "board". If a quorum is 4 in this case, perhaps it should be stated. Stephanie and Sandy will check on a quorum.

Page 2, Section 5, line 7 add an apostrophe to Library Director's Report.

Page 2 Add "Section 7 All records related to library board meetings will be kept in the library and be available to the public."

6. **Staffing** Sue presented the first draft of proposed library hours which included an additional 8 hours of open time. The proposed schedule includes a part-time person working 20 hours/week, but Christine, the part-time employee, currently only works 10 hours/week. Doug moved and Connie seconded a motion to hire another part-time person to work up to 10 hours/week. Motion carried. Sue was instructed to advertise for the additional part-time person.

Connie suggested that the public would be better served if the library were open till 6:00 PM on Monday, Wednesday, Friday and Saturday instead of just Monday. Sue and the board will continue to work on the schedule.

7. **Volunteers** – (See Library Director's Report: Volunteer Policy)

**NEW BUSINESS**

1. **Quarterly Review of Director** – Tabled
2. **Lecture Series** – Tabled

Doug moved to adjourn the meeting. Andrea seconded the motion. Motion carried. The meeting ended at 7:05 PM

Respectfully Submitted,

Connie O'Brien, Recording Secretary

**Schultz-Holmes Memorial Library Board Meeting**  
**Minutes: 15 September 2005**

***Call to Order/Recording of Attendance***

Vice President Dan Crots called the meeting to order at 4:06 PM in the library auditorium. Board members in attendance were Dan Crots, Doug Hickman, Sandy Meeks, Andrea Milner and Connie O'Brien. Also in attendance were Library Director Sue Berryman and Village Administrator Jim Wonacott. Stephanie Tarver arrived later.

***Pledge of Allegiance***

***Public Comment***

***Roll Call for Motions***

Connie moved that the board adopt a roll call for motions with the following procedure:

- a motion is made by a board member
- another board member seconds the motion
- discussion follows
- the president repeats the motion and asks the recording secretary to take a roll call
- the recording secretary calls each board member by name and records the vote.

Dan seconded the motion. Motion carried.

***Corresponding Secretary's Report***

No correspondence this month.

***Recording Secretary's Report***

Connie removed the word "misled" from the **July minutes** and stated clearly that she was reporting her recollection of the events that contributed to the problem Sue has had with staffing. Doug expressed his strong opinion that Connie should have made sure the employee who questioned the minutes at the last meeting was happy before submitting the minutes for the board's approval. Jim Wonacott explained that the minutes are a summarized record of what was said at a meeting. It was his opinion that the board would not be subject to a lawsuit because of what was recorded in the minutes. Jim also stated that it was the board's responsibility, and not the staff's, to approve the minutes. Connie had one more correction to the July minutes. She said Stephanie's name should be removed, as Stephanie had requested, from the record of the vote on the issue of Approval of the Agenda. Sandy moved to accept the July minutes with corrections. Connie seconded the motion. Voting yes: Dan, Sandy, Andrea and Connie. Abstaining: Doug. Motion carried.

Stephanie noted 2 corrections in the **August minutes**. Under Recording Secretary's Report she wanted "any" changed to "many" in the second line, and "not" added in the sixth line to read "she did not want." Andrea moved to accept the August minutes with corrections. Doug seconded. Voting yes: Dan, Doug, Sandy, Andrea and Connie. Motion carried.

***Treasurer's Report***

Doug reported that the new budget had been approved and a copy will be available before the October meeting. Jim Wonacott added money for General Education under Miscellaneous. (He will add a General Education line item). He said this fund would cover educational costs for

both the staff and board. The cost of the staff's educational expenses has been covered by the County to date. Sandy moved and Connie seconded a motion to accept the August Treasurer's Report. Voting yes: Dan, Doug, Sandy, Andrea, Connie. Motion carried.

***Jim Wonacott***

Jim Wonacott addressed the board on a number of observations he had made. He suggested that although it was fine to disagree, an effort should be made to learn how to disagree in a constructive manner that is based on the individual personalities of the current board, but is without an edge and never personal.

Jim also suggested that the boundaries between the board's job and the staff's job need to be clearly understood. The board sets policy. Sue can offer recommendations, but it is the board's responsibility to decide the policies. The staff implements the policies set by the board, and the board does not need to become too involved with the implementation of the policies other than to provide the necessary tools.

Jim agreed with Sandy's suggestion that it would be beneficial for board members to attend training opportunities.

The library board needs to spend some time developing a long-range plan that looks at all aspects of the library including the financial area.

Jim had been asked by Connie to discuss the subject of board-staff communication. He said that we needed to establish a mechanism for an open-line of communication between the board and staff that goes through the director, or at least is known by her.

Jim said he would be very willing, at Sandy's request, to give a more detailed presentation to the board on the subject of constructive disagreement. Because of other work he needed to do, Jim left the board meeting at this point.

***Library Director's Report*** (See Librarian's Report September 15, 2005 for details)

1. **Bill Summary** Total: \$923.38
2. **Story Hour**
3. **Library Tour** for Local Senior Citizens
4. **Applications** for Part-Time Position
5. **Front Flood Lights**
6. **Patron Conduct Policy** – Chief Kelley
7. Revision of **Patron Conduct Policy**
8. **Trane** – due Friday, September 16.
9. **No County Meeting**
10. **Emergency Closing Policy**
11. **Monthly Circulation Figures** – Sue does not think the Polaris system is running perfectly yet.
12. **Library Director Reimbursement** - Connie suggested Sue give the village office a list of the costs of items she has purchased for the library from her own funds, even if she no longer has the receipts. Sue said she will start turning in receipts for her purchases.
13. **Window and Carpet Cleaning** - Sue is going to have the cleaning done in the spring of 2006.

### ***Committee Reports***

1. **History/Research Subcommittee** Dan reported on the status of the questionnaires. Board members will check with various schools and libraries to gather information on microfilm reader/printers. Sandy will check with BGSU and the University of Michigan, Dan will check with Eastern Michigan and the Toledo-Lucas County Public Library, and Andrea will check with the University of Toledo.

2. **Policy Subcommittee** Stephanie distributed copies of the Michigan compiled laws that are referred to in the Patron Conduct Policy. Sue will re-type the Patron Conduct Policy with the changes suggested.

Stephanie will prepare an updated report of the policies accepted during the past year.

### **OLD BUSINESS**

1. **Phone Answering Machine** - Stephanie will purchase an answering machine.

2. **Flood Lights** - see #5 in the Library Director's Report.

3. **Thermostats** - see #8 in the Library Director's Report.

4. **Microfilming the Advance** - Margaret Hans has provided a number of the missing copies of the Advance from the library's collection. Sandy has already made a number of trips to the Bowling Green facility in Perrysburg, Ohio, and the board agreed that she should be reimbursed for trips to that facility from the Fine Account.

5. **By-Laws** - Stephanie will re-type with corrections.

6. **Volunteers** - The board will continue to explore the idea of having volunteers working in the library. . Sue would like the board to adopt a policy that is more detailed than the sample policies she distributed which are very general. Sue was asked to find out if the Senior Citizens who will be taking a tour of the library, if any of them would be interested in volunteering at the library

7. **Staffing** - Connie moved that Sue should work with the 130 employee hours we now have, and the 40 hours the library is currently open, and schedule at least 2 employees to work while the library is open, in accordance with library policy. Sandy added that the schedule should incorporate unpaid lunches, and Stephanie added that the motion should not become effective until November 1, 2005. Connie said that the subject of staffing and library hours should be considered when the long-range plan is developed, and that it was her opinion that we should not increase the hours the library is open at this time, as Sue was suggesting, since Sue was having trouble scheduling 2 people to work while the library is open with the current 40-hour-open schedule. Sandy asked if the current 130 employee hours would cover the Sue's proposed additional 8 hours open. Sue said that it should work with a dependable staff. Sue is currently interviewing people for a part-time position (approximately 15 hours per week), and will probably hire someone next week. A discussion of the current staff followed.

Connie re-stated the motion to read: Sue should work with the 130 employee hours we now have, and the 40 hours the library is now open, and schedule (incorporating unpaid lunches) at least 2 employees to work while the library is open (in accordance with library policy), effective November 1, 2005. Dan seconded. Voting yes: Dan, Sandy, Andrea, Connie. Abstaining: Doug. Motion carried. Sue agreed to Connie's request that she provide the board with a copy of the schedule each month in order to avoid the miscommunication that occurred in the past. Stephanie would rather not see the schedule.

8. **Doug** resigned his position on the library board and left the meeting at this point. He was thanked for his work on the board.

## NEW BUSINESS

1. Quarterly Review of Director - Tabled
2. Lecture Series - Tabled
3. Guidelines - Connie will re-type the section of the Employee Guidelines to specify that lunches are an unpaid 30 minutes.
4. August 20, 2005 Library Closing - Connie moved that the 2 employees (Susan Harmes and Margaret Hans) scheduled to work on Saturday, August 20, 2005 when the library was closed due to a power outage be paid for their scheduled hours. Sandy seconded the motion. Voting yes: Dan, Sandy, Andrea, Connie. Motion carried.
5. Emergency Closure Policy - Sue would like a policy for her staff. She said that when the library closed because of snow on January 22, 2005, she was not scheduled to work, but would have driven to work if she had been scheduled. She had decided to close because she was concerned about the staff who was scheduled to work that day. Sue provided copies of other libraries' policies regarding closing in an emergency. Connie read the Procedure that the library had followed in the past: The library director or employee(s) scheduled to work on the day when a closure was being considered would call the library board president. If the board president was not available, the vice president, (and so on down the line of board members), would be called and the situation explained to the board member. A decision would be made by the board member as to whether or not the library should close. The entire board was then notified as soon as possible, usually by the library director, but if the library director was not involved, then by the board member involved, giving the details of the situation and the decision that had been made. This situation was then discussed by the board at the next board meeting, and if an emergency closure of the library had occurred, the board – as a whole – would decide on a case-by-case basis whether or not the staff (who had been scheduled to work on the day in question) were to be paid for that day.  
The board will work on developing a policy.
6. Overtime - Connie asked Sue to have Margaret submit the overtime she has accumulated and for which she has not yet been paid.
7. Long-Range Plan - Connie distributed copies of a suggested worksheet to members who had not received one by email. The board agreed to have "workshop meetings" beginning Tuesday, September 20, 2005 at 6:30 PM in the auditorium. The second meeting will be Thursday, September 29, 2005 at 6:30 PM in the auditorium. Stephanie will check with the village office to see if these meetings need to be posted.
8. Employee Evaluations - Sue said she had not done the evaluations because they needed to be done within two weeks of each employee's anniversary date. Connie suggested that Sue do an evaluation of each employee now and then next year evaluate them within two weeks of their anniversary dates.
9. Inventory - Not yet done.
10. Board Mission Statement - Tabled.
11. Employee Interaction with the Board - Tabled.

Dan moved to adjourn the meeting. Andrea seconded. Voting yes: Dan, Sandy, Andrea, Connie. Motion carried. The meeting ended at 7:30 PM

Respectfully Submitted,

Connie O'Brien, Recording Secretary

**Schultz-Holmes Memorial Library**  
**Minutes: 20 October 2005**

***Call to Order/Recording of Attendance***

President Stephanie Tarver called the meeting to order at 4:06 PM in the library auditorium. Board members in attendance were Sandy Meeks, Andrea Milner, Connie O'Brien, and Stephanie Tarver. Dan Crots was absent. Also in attendance was Library Director Sue Berryman.

### *Pledge of Allegiance*

### *Public Comment*

### *Recording Secretary's Report*

Stephanie moved and Sandy seconded the motion to accept the minutes of the September 2005 meeting. Voting yes: Sandy, Andrea, Connie, Stephanie. Motion carried.

### *Treasurer's Report*

Connie distributed a summary of the 2004-2005 budget with the 3-month extension included. She also gave everyone a copy of the salaries of the library employees for the 2005-2006 fiscal year, and an excel sheet with the 2005-2006 library budget. Sandy moved and Connie seconded a motion to accept the Treasurer's Report as presented. Voting yes: Sandy, Andrea, Connie, Stephanie. Motion carried.

### *Corresponding Secretary's Report*

None this month.

***Library Director's Report*** (See Librarian's Report Oct. 20, 2005 for details)

1. **Bill Summary**      2004-2005 Budget    \$1,224.06  
                                2005-2006 Budget    \$1,662.33
2. **BNI (Business Network International) Auditorium Rental**    It was decided that the board will review the request for a standing Wednesday morning rental of the auditorium after BNI has rented the auditorium for a month.
3. **New Sidewalk Sign**
4. **County Report**
  - a. Kim Gage – new Children’s Librarian at County
  - b. Books from County 3 times a week now
  - c. Polaris operations updated
  - d. No more Woodlands Circuit videos
5. **Auditorium Paneling Completed**    (see Auditorium Paneling in OLD BUSINESS)
6. **Trane**      Sandy moved and Andrea seconded a motion to accept the final bill from Nelson Trane for \$1,381.80. Voting yes: Sandy, Andrea, Connie, Stephanie. Motion carried.
7. **Evaluation Form for Employees**    (see Employee Evaluations in NEW BUSINESS)
8. **Monthly Circulation Statistics**
9. **Staffing Schedule**      October
10. **Overtime**    Sue has arranged the staff schedule so that it is less likely that there will be overtime.

11. **Patron Behavior Policy** Andrea moved and Sandy seconded a motion to accept the Patron Conduct Policy with the following corrections:

Page 1, paragraph 3, line 3: change from "staff. Nor" to "staff; nor"

Notice of Violation Form: change the term "User Conduct" (which appears 3 times) to "Patron Behavior". Voting yes: Sandy, Andrea, Connie, Stephanie. Motion carried. Sue will correct the Patron Behavior Policy and provide a corrected copy for the board.

12. **New Employee** No one hired yet.

### ***Committee Reports***

1. **History/Research Subcommittee** No report

2. **Policy Subcommittee**

a. **Patron Behavior Policy** (See Patron Behavior Policy above)

b. **Emergency Closing Policy** Stephanie will prepare a policy for review.

### **OLD BUSINESS**

1. **Phone Answering Machine** Has been purchased.

2. **Inventory** Sue is still waiting for the list of missing books which the County library will provide.

3. **Microfilming Advance** Kathy Gardner, from the Bowling Green facility that will be doing the microfilming of the Advance, will submit a final contract with the actual cost of the project as soon as she receives the missing issues and "B" sections of the paper.

4. **Volunteers** Sue spoke to Cindy from the Senior Center about starting a program where books could be taken to home-bound seniors.

5. **Auditorium Paneling** The rest of the paneling has been replaced. The approximately \$923.00 cost is to be paid from the Gratia Smith account (#707-730-977).

6. **By-Laws** The By-Laws were reviewed and more corrections suggested. Stephanie will provide a corrected copy of the By-Laws as soon as possible for review at the next meeting. Stephanie will also check to see what number would make a quorum and include that number in the By-Laws.

7. **Long-Range Plan** The long-range plan was reviewed and it was decided that we will continue to work on it at the Tuesday night workshops.

8. **Microfilm Reader** Information is being collected.

### **NEW BUSINESS**

1. **Employee Evaluations** Sue is working on a form to use for employee evaluations.

2. **Slate of Officers** Connie moved and Sandy seconded a motion to accept the following slate of officers to become effective at the November meeting:

President	Dan Crots
Vice President	Connie O'Brien
Recording Secretary	Sandy Meeks
Treasurer	Stephanie Tarver
Corresponding Sec.	Andrea Milner
Member-at-Large	

Voting yes: Sandy, Andrea, Connie, Stephanie. Motion carried.



3. **Sculpture** Ken Thompson from Flatlanders has offered to place a piece of his work on the library lawn for a year. Connie will make the arrangements.

4. **Library Anniversary** Connie mentioned that the 60<sup>th</sup> anniversary of the library was celebrated on November 18, 1995, so next month would be the 70<sup>th</sup> anniversary. It was agreed that a special celebration should be planned for the 75<sup>th</sup> anniversary in 2010. Sandy suggested that there be a feature article in the Advance to commemorate the 60<sup>th</sup> anniversary. Sue will contact the paper.

5. **Quarterly Review of Director** Tabled

6. **Lecture Series/Programs** Sandy will look into finding a speaker who would be qualified and willing to present a talk on the subject of Women's Health.

7. **Employee Interaction with Board** The board agreed to continue to have board/staff communication go through the library director.

8. **Board Mission Statement** Andrea will research other library boards' statements.

9. **New Purchases** Sandy would like to have the People Counter purchased.

10. **Bookdrop** Karen Lindquist has given Sue some information on their bookdrop.

11. **Washrooms** Will be added to long-range plan.

12. **Turquoise Panels on Front of Building** Will be added to long-range plan.

Andrea moved and Sandy seconded a motion to adjourn the meeting. Voting yes: Sandy, Andrea, Connie, Stephanie. Motion carried. The meeting ended at 7:40 PM.

Respectfully Submitted,

Connie O'Brien  
Recording Secretary

# SCHULTZ-HOLMES MEMORIAL LIBRARY

## Board Meeting Minutes

November 17, 2005

### Call to order/ Recording of Attendance

The November Meeting of the Library Board was called to order at 4:00 pm by President Stefanie Tarver. In attendance were Board Members Sandy Meeks, Andrea Milner, Dan Crots, Stefanie Tarver and Library Director Sue Berryman. Board Member Connie O'Brien was absent.

### Pledge of Allegiance

### Public Comment

### Secretary's Report

Andrea moved, seconded by Dan to accept the secretary's report as presented.

Approval: All.

### Treasurer's Report

The treasurer's report was incomplete b/c of accountants doing work at the Village offices. The investment portion was not available nor was the most recent of Sue's expenditures included. (Sue's exp. were noted in the librarian's report, however.) Stefanie will follow-up with Village treasurer to make certain that all entries are complete and fully reflected by next month. Partial treasurer's report as presented was approved. Motion Dan; seconded Andrea. Approval: All.

### Librarian's Report

Please see report for specifics.

Discussion was held re' Village Christmas Party: The Board approved the Library closing early on Thursday evening, December 10, so that staff can attend.

Sue has completed her review of companies from which to purchase the new book drop. All charge comparable prices at about \$2600. She has selected Library Design Associates as the vendor. Rather than placing the new book drop on front side of Library, it was decided to place it where old one currently is for the following reasons: no additional concrete placement needed, patrons are used to current location, opening to retrieve books can be customized for side, back or front access.

### Historical Subcommittee

Dan reported that the surveys are coming in steadily especially those that were sent out in Village Newsletter. He will have the results tabulated and available by next meeting.

### Policy Subcommittee

All policies except *Emergency* have now been completed and were approved at earlier meetings. We will make certain that *Revision* or *Developed* dates are placed at the end of each policy as appropriate. Stefanie will be working on the *Emergency/All-Weather Policy* with Sue contributing some examples from other

Libraries. Just this week the Village's tornado warning siren was sounded and it was necessary to take action during Library hours.

### Corresponding Secretary's Report

Andrea read a thank-you note received from Carrie Coopshaw, former Library Board Member for the gift certificate presented to her. A \$30 gift certificate will be sent to recently resigned Board member, Doug Hickman. Also, a thank you will be sent to individuals who sent check for \$50 in memorium to the library.

### Old Business

Answering Machine - Doesn't work with Village Citi-Tel system. Will continue to discuss issue with Village Treasurer.

Inventory - County Library not yet done with inputting all branch holdings into Polaris.

Advance Microfilming project - Ongoing with BGSU. Good news is that 129 - 131 years old papers in microfilmable condition have been located (Advances from the very beginning, March 1874 to March 1877!!) When BGSU is ready for them, a separate contract will be written to complete those 3 years' issues. Dan pointed out that Schultz-Holmes must be one of very few small town libraries in the country to have complete holdings of a local paper that old. We will look into notifying other important collections when this project is completed.

Sandy also noted that Central Michigan University's Clarke Archives does have the master negatives of the Blissfield Advance from January 4, 1877 - September 5, 1946. Current purchase cost is \$60/reel with complete set at 22 reels.

Volunteers - Revised policy as presented read and approved by all.

By-Laws - One other correction, adding the Corresponding Secretary to list of officers will be made. A motion was made by Andrea, seconded by Dan to accept this final revision of the By-Laws. Approval: All

As an FYI, Stefanie spoke with Mr. Riley, Village attorney, re' number that constitutes a quorum. That can be interpreted a couple of ways depending on how many Board members in a group, but in our instance, "4" is the number to use as quorum to be on the "safe side" in case of a legal question.

Microfilm Reader - Sandy's "survey" revealed two large facilities that currently use and are pleased with Canon's 300 reader, printer, scanner at \$8000. Dan found that Eastern Michigan University is using a variety of older readers that are not computer - connected. Sandy will contact Lake Business Products to gather information on this Canon product in time for discussion at December's meeting.

Long Range Planning - Not everyone has provided Connie with their rating for the various components of the Plan. This will be completed and discussion on a timetable and assignments will take place under Old Business next month.

Employee Evaluations - Completed with employee files established as noted in this month's Librarian's Report. Jim Vonacutt requests that duplicate files be provided for the Village office employment files.

Librarian's Quarterly Review - This will first be implemented in April 2006, 3 months into Ms. Berryman's second employment year. The purpose is to work closely with Sue as she moves toward her annual goals. How we will accomplish this will be discussed between now and April.

Lecture Series - It was decided to re-establish the Schultz-Holmes Lecture Series. The Spring Series will be held in March, April, and May 2006 with hiatus over the summer and resumption in the Fall. Sandy will finalize plans with Dr. Claire Duvernoy of the University of Michigan to present on Women's Cardiac Health on Tuesday, March 21<sup>st</sup>. Dan will contact Dr. Peter Barr, professor of Art History at Siena Heights University and Director of Klemm Gallery for a presentation on Victorian Architecture for April. We will offer a legal presentation on Preparing Advance Directives/ Living Wills in May. Sue supported that she has many people coming into the Library asking questions on that topic. Stefanie will search for an appropriate attorney to make this presentation.

It was unanimously approved to offer Dr. Duvernoy an honorarium of \$500 for her presentation. The money will come from the Smith Funds. Further honorariums for the additional presentations will follow after the experts have been contacted.

Board Mission Statement - Andrea continues to research this topic and should have more definitive information for us in December.

Business Network International - This group, having approached us last month about use of our auditorium, has changed their mind and will meet elsewhere.

AT 5:47 PM, THE CHANGE OF OFFICERS TOOK PLACE, WITH  
STEFANIE ADJOURNING THE MEETING AS THE 2004 -2005  
PRESIDENT.

Dan crots resumed the meeting as new 2005 - 2006 president

#### New Business

Narcotics Anonymous - Another group, Narcotics Anonymous, has approached Sue about a weekly meeting at our facility. She will reiterate our requirements to the contact individual and if the group is still interested and can work within our calendar, they may meet here.

Adjournment - There was no further business. A motion was made, seconded, and passed unanimously to adjourn at 5:55 pm.

Respectfully submitted,

Sandy Meeks

Recording Secretary

# SCHULTZ-HOLMES MEMORIAL LIBRARY

## Board Meeting Minutes

December 15, 2005

### Call to order/Recording of Attendance

The December meeting of the Library Board was called to order at 4:02 pm by President Dan Crots. Laura Moore is our newest member ; she was given a warm and enthusiastic welcome. In attendance were Board Members Dan Crots, Sandy Meeks, Andrea Milner, Laura Moore, Connie O'Brien, and Stefanie Tarver . Library Director Sue Berryman and Village Administrator James Wonacutt were also present.

### Pledge of Allegiance

### Public Comment

### Secretary's Report

There were 3 corrections made to last month's secretary's report : Karen Coopshaw's name was incorrectly reported as Carrie ; Village Christmas party incorrectly reported as Dec. 10 when it was actually held on the 8th ; this is Ms. Berryman's third employment year rather than her second. Corrections will be made and copies forwarded to appropriate individuals. A motion was made, seconded, and approved unanimously to accept the secretary's report as corrected.

### Corresponding Secretary's Report

Andrea reported that the gift certificate would be sent to former Board member, Doug Hickman.

### Librarian's Report

Please see report for specifics.

The Board discussed the use of Underwood's fertilizer applications for next summer. It was decided to reduce the number of applications from 4 to 3. Sue will inform the vendor.

Sue presented the options for the book drop that she had researched from Library Design Associates. The Board elected to purchase the OPTIMA design. Sue was authorized to move forward with the book drop purchase by unanimous vote of the Board. She will co-ordinate the delivery and installation of the unit

### Historical Subcommittee Report

Dan presented the results of the Village survey inquiring about establishment of a local history/genealogy room. A brief discussion was held; the survey results will now go back to the subcommittee for further action.

### Policy Subcommittee Report

Stephanie presented the By-Laws once again. Some minor corrections were needed as noted by Board members; the corrections were made by Library staff during the meeting and returned to members. Connie moved, seconded by Laura, that the By-Laws be accepted as corrected. The motion was unanimously approved. The By-Laws are now complete and in effect.

### Treasurer's Report

Stephanie presented the treasurer's report. Several questions were asked; several computer errors were noted. Because it appears that the Board members have a general lack of thorough understanding of the intricacies of the budget and report formats, Connie suggested that we have a workshop at our next meeting to discuss and share each other's understandings of how the budget "works". Beyond that, then, we will invite Peggy, Village Treasurer to a later meeting for further clarification. Jim noted that there are some obvious errors in this month's report and will follow up on getting those corrected. Stephanie will work with Peggy to provide a month-to-month Excel spread sheet format with the budget information beginning next month. To facilitate the aforementioned workshop, the subcommittee reports will be deferred next month and moved back onto the agenda in February.

### Old Business

Answering Machine - Issue resolved this past week; we now have functional outgoing message

Inventory - Library staff working on this. Board will be regularly updated as to status

Advance Microfilming Project - Sandy updated the Board on the legal concerns that the Advance had when they reviewed the contract that the Board would be signing with BGSU. The acting director of BGSU's Archival Collections, Annie Jenks, and Marcia Loader, owner and publisher of the Advance had discussions about the contract. Ms. Loader was assured by Ms. Jenks that Bowling Green State University Archival Collections would not be converting the microfilm under discussion to a digital format to be placed on the World Wide Web. Sandy will be taking the contract to the Advance office tomorrow to be signed by Ms. Loader for the Advance. The contract will then be sent to BGSU.

Microfilm Reader - Sandy reported that the Canon 300 is the most used brand and model at the institutions that she surveyed. Board agreed that we would like a demonstration of that reader at the February meeting.

Long Range Planning - Connie presented the Board members with a sheet containing a summary of the members' prioritized goals. We then proceeded to give a fund source, time line, and person responsible for each. We addressed the first approximate 17; decided to group those which would likely need an architect or consultant to be involved. That would include #'s 5, 6, 17, 21, 23, 26, & 35 which would be indoor structural changes. In the interest of time, the remainder of the goals will be deferred to next month's meeting. During the discussion, the possibility of a Newsletter was discussed more specifically. Sandy, Stephanie, and Laura will form a subcommittee to get this started very soon. The plan is to initially make them available on a bi-monthly basis at the Library, on-line and perhaps at selected sites around the Village in order to gauge interest before any possible expansion of the project.

Lecture Series - The Spring Lecture Series for March, April, & May was discussed. Dan

gave information on the individual that he secured for the April 4th presentation.  
A motion was made

by Connie, seconded by Andrea, and passed unanimously to approve \$100 as an  
honorarium for Dr. Peter Barr . He will speak on local architecture.

Board Mission Statement - Andrea found in her research that there is generally not a Board  
mission statement that is different from the Library's mission statement, but rather  
that the Board's mission is to guide the implementation of the Library's mission.  
No further time will be spent on this.

#### New Business

Annual Library Director's evaluation - Sue's evaluation will be at next month's meeting. We  
were provided evaluation instruments by Connie to be completed and have back to her  
by Dec. 25th so the information can be compiled before the next meeting.

Quarterly progress evaluations will be set for the months of April, July, & October  
to monitor progress toward Sue's annual goals.

New Business Items #1 & #2 were tabled until the next meeting.

Connie made a motion, seconded by Sandy, that our meetings be adjourned by consensus rather than  
by roll call. Passed unanimously.

Also, the Board meeting dates and times for 2006 will remain the same as this year - the motion to  
remain consistent was made by Connie, seconded by Laura, and passed unanimously.

Sandy will contact Frank Riley to speak with the Board at the next meeting. This will be in  
follow-up to the meeting Dan, Connie, and Sandy had with him earlier this month. Frank is the best  
person to speak to our concerns rather than for us to interpret the legalities.

The meeting was adjourned at 6:46 pm

Respectfully submitted,

Sandy Meeks

Recording Secretary

• THE NEXT MEETING WILL BE THURSDAY, JANUARY 19, 2006 AT 4 P.M.