

Schultz-Holmes Memorial Library

Board Meeting Minutes January 18, 2007

Call to Order/Attendance: Board President Connie O'Brien called the meeting to order at 5:00p.m. Present also at that time were Trustees Lauri Reinhardt, Rob Holman, Mary Gregg, as well as welcomed and newly appointed Trustees Greg Brown and Vic Hogue. Library Director Dr. Bob Barringer was present for the entire meeting also.

Pledge of Allegiance

Public Comment: none

Recording Secretary's Report: Minutes from the last regularly scheduled Board meeting, November 16, 2006, were briefly reviewed. Vic moved to accept the minutes as written; Rob seconded. Yes: Connie, Lauri, Mary, Vic, Greg, Rob.

December 5, 2006, Special Meeting: Minutes submitted by Connie. Lauri moved to accept these minutes; Vic seconded. Yes: Lauri, Mary, Vic, Greg, Rob, Connie.

Corresponding Secretary's Report: Lauri reported writing three notes of gratitude with information provided by Bob. Mary moved to accept this report; Vic seconded. Yes: Mary, Vic, Greg, Rob, Connie, Lauri.

Treasurer's Report: Rob presented a report based on information and figures from the Village Office. This report was reviewed and discussed. Rob reported also on the Gift/Savings Account which the Board reviewed and discussed. Mary moved to accept the report as a whole; Greg seconded. Yes: Vic, Greg, Rob, Connie, Lauri, Mary.

Library Director's Report:

1.) **Spring Lecture Series:** dates and lecturers/ subjects were discussed and the Board was in agreement with Bob's proposed schedule.

2.) **Change to HVAC Preventative Maintenance:** After brief discussion, Board agreed Bob should make this administrative decision, apprising Board at a later date.

3.) **Microfilming the Advance newspaper:** The prepared volume of the 2006 Advance will be delivered by Rob to the microfilm vendor.

4.) **Solicitation in the Library:** this issue was revisited, with information from other sources, including Frank Riley, Village atty. Discussion followed. Bob will handle this, based on informal direction from the Board.

5.) **Membership in Blissfield Chamber of Commerce:** this became a non-issue with the information that the Village belongs to the Chamber, therefore the Library needs no separate membership.

6.) **Computer Use Policy:** Need for a change in policy was discussed based on Staff recommendations and experience. Bob will e-mail suggestions, most likely following Lenawee County Library's policy.

7.) **County Library Report:** Bob reported a change in the County Library Board after the November election: Dave Stimpson replaces Larry Gould; also that the County Library is still searching for a new Director.

8.) **Citizen's Academy:** Bob will attend this Village-run informational series explaining Village government at various levels.

9. 10. 11. 12. 13. 14.) After brief discussion, the Board was in general agreement that these no longer need to be included in each Trustee's envelope, saving paper usage. These reports should always be available to Trustees via e-mail or upon request. Vic moved to accept this; Lauri seconded. Yes: Greg, Rob, Connie, Lauri, Mary, Vic.

* **Donated books*** Connie reported receiving for donation to the Library two books from Dan Crots, former Library Trustee.

Standing Committees Reports: none

Old Business:

- 1.) **Memorial Bench:** Connie explained Library Memorials. Any action on replacing the Memorial Bench was tabled for discussion to be included in the Long Range Plan.
- 2.) **Future Funding for the Library:** discussion tabled
- 3.) **Website:** Bob is continuing to work on this and will have a report for February.
- 4.) **Newsletter:** Bob reported publication is set for March before the Spring Lecture Series begins.

New Business:

- 1.) **Thank-you Notes/Gifts to Andrea and Laura:** Board was in agreement to continue past practices of gestures of appreciation to former Trustees; Lauri will handle this.
- 2.) **Citizen's Academy:** Connie explained this program.
- 3.) **Review of Annual Goals for Bob:** Connie explained this review would take place at the February meeting. These goals were set for Bob by the former Board and this review will be an informal discussion.
- 4.) **Election of Officers:** Board officers for year ending in November, 2007:
President: Mary Gregg
Vice-President: Vic Hogue
Treasurer: Rob Holman
Recording Secretary: Greg Brown
Corresponding Secretary: Lauri Reinhardt
Member-at-Large: Connie O'Brien

Lauri moved to accept this slate of officers; Greg seconded. Yes: Rob, Connie, Lauri, Mary, Vic, Greg.

*) **Revision of Employee Guidelines:** Mary moved to accept proposed change to the guidelines, specifically page 2, Article IV as presented by Connie. Rob seconded. Yes: Connie, Lauri, Mary, Vic, Greg, Rob.

) **Memorial Gifts: Bob reported that the grandfather clock, a gift made to the Library in memorium, had stopped working. Discussion followed. Bob will look in to having the clock repaired. Any policy regarding maintaining such and future memorial gifts was tabled to be included in the Long-Range Plan.

Adjournment: at 6:20 p.m. Vic moved to adjourn the meeting; Lauri seconded. All yes.

Respectfully submitted,
Mary Gregg

Schultz-Holmes Memorial Library

Board Meeting Minutes

February 15, 2007

Call to Order/Attendance: Board President Mary Gregg called the meeting to order at 5:00p.m. Present also at that time were Trustees Lauri Reinhardt, Connie O'Brien, Vic Hogue, Greg Brown. Absent was Rob Holman. Bob Barringer, Library Director, and Jim Wonacott were present.

Pledge of Allegiance

Public Comment: Jim Wonacott said he would like to be able to come to more board meetings.

Recording Secretary's Report: Minutes from the last regularly scheduled Board meeting, January 18, 2007, were briefly reviewed. Vic moved to accept the minutes as written; Lauri 2nd Yes: Lauri, Mary, Vic, Greg. No Connie.

Corresponding Secretary's Report: Lauri reported writing a thank you note of gratitude for former trustee Dan Crots donation of books. Connie Moved to accept, Vic 2nd. Yes: Mary, Vic, Greg, Connie, Lauri. No none

Treasurer' Report: Rob was absent; Mary presented a report based on information and figures from the Village Office. This report was reviewed and discussed. Line item 743 should have been in 943 and will be corrected. Lauri moved to accept the report as a whole; Yes: Vic, Greg, Connie, Lauri, Mary. No None

Library Director's Report:

1. **Computer Use Policy-** changed to 40 minutes, waiting, no more than 2 hours a day. Connie motion to accept, Lauri 2nd, Yes, Vic, Lauri, Mary, Connie, Greg. No none.
2. **Auditorium Rental Contract-** minor change added language, rental time when start using. Greg Motion to accept, Vic 2nd, Yes Vic, Greg, Lauri, Connie, Mary. No none
3. **Rock and Read-** information- rocking chairs in library from school libraries in March. March is reading month, sit in chairs all day, Rock and read, Volunteer to read. Board members encouraged signing up.
4. **Book Sale-** Board members customary to help, 3rd week of April 16-19, 2007.
5. **Newsletter-** out by last week Feb. first March 7th -14th, every quarter, Bob, Connie, good job
6. **Update on Lecture Series-** Myrna Grove- could not do, another possibility is Gary Holmes, Civil War, WWII, and /or Jim Wonacott Revolutionary war, March 22, date possible Baseball, Poetry coming together on one night. 1st part of night read poetry, 2nd part poetry published judge contests, read their poetry. Three poets divided \$100.00 additional \$50.00 requested.
7. **Ellis Park Sign-** Week in March, April, for Lectures and book sale.
8. **Library Card Sign-Up Sweepstakes-** sweepstakes sign up bucket March 10.
9. **Program Information-** sent to Tram did not run. Book club starting, Book Club Friday morning, Weather, County not doing as well.
10. **Work Schedule-** discussed
11. **Polaris Reports-discussed**
12. **Trane Warranty Information-** discussed
13. **County Library Report-discussed**
14. **Student Aide Replacement-discussed**
15. **Plaques for Memorial Paintings-** plaques Connie picture frames, somewhere in Library, try to find them
16. **Internet Access to Collection through County's Polaris System-** Connie access public check out books, reserves working on, patrons see, Mel.org holds and reserve and renewals online now.
17. **New Book Shelves-** Lynn to match color of stain, - color is off. - Board took a trip to observe bookshelves matched certain areas stain, original stain not available, Bob to discuss with Lynn.

18. **Decrease in Number of DVD's** (162 to 15)- DVD's numbers not this great nor had they ever been this large, maybe all potential could have been this large main is VHS tapes.

- Red clips-Branch collection 65 plus per month.

19. **Grandmother clock** – gentleman coming to repair it.

Standing Committees Reports: none

Old Business:

1.) **Review annual Goals for Library Director:** Mary Outlined Quarterly Review-of Annual goals- Library Director Goals: Discussion led to how goals changed with addition of timelines. We discussed goals and progress. Timeline-Bob Goals- Mary, Lauri, and annual goals are annual goals. Connie August 17, 2006, 8 goals timeline, board then added these.

Timelines appropriate when added to goals. Annual Goals :1) Library Level V, done,
2) library Professional development- policy writing , Applications, grant, last one index, valuable, special projects, - identified special grant for certain things, matching funds for grants,3) conference Loleta Rural ,
4) Increase new card holders, button September Library card
5), board assigned tasks- on timeline 6). Increase library attendance at story time (plan) Christmas break ,
7) community outreach , senior center, middle school faculty, media specialists work with each other from the schools, Implement volunteer program 2 crafts, movie, community service clean volunteers,
8) Planned schedule 4 a year for review. Library Boards in the past new not needed to follow old goals. Ask to suggest goals... Apply goals for next year.

2.) **Memorial bench:** tabled

3.) **Memorial Gifts Policy:** discussion if money or property of timeline for repairs and or item becomes obsolete what will policy be, change wording to read Accept that the person making the donation understands- that if time comes for disposal "make a reasonable effort to contact the family. " Motion accept with change Greg, Vic 2nd Yes Mary, Lauri, Greg and Vic. Connie Abstained.

4.) **Library Website:** Bob presented would like to put on Village server, Publisher for web page is continuing to work on this will go live soon.

5.) **Newsletter:** Bob reported **publication** is set for March deadline March 14, 2007.

a.) Circulation- - newsletter how to get it, senior center, county library, places in town. 3250 run circulation, \$700.00 Qtr. Visitor not everyone reads the Advance. Possible cost savings to work with village mailing. Subscribe to Village Services send with village, Check with Township if mailing list is available and surrounding Townships.

b.) would like board message March 1, 2007. Rob to furnish.

Other Old Business:

Reports, Mary issues big pictures, funding issues, long range plan, innovations, library plan where focus should be, daily activities, read reports, focus of board to big issues. Need to be apprised of reports. Lauri cross borrowers not needed, Polaris, three numbers Connie would like to E-mail Bob with the three numbers she would like.

New Business:

1.) **Standing Committees:** eliminate at this time...

2.) **Book Drop:** Table, Long Range Plan.

3.) **Canopy:** Bob to receive bids on canopy entrance in back.

Other New Business:

Connie Motion that Bob, Attend Rural Library Conference from funds of Education \$500.00 and Difference from Misc. \$630.78, 2nd Greg, Yes all, opposed none.

Adjournment: at 7:40 p.m. Lauri moved to adjourn the meeting; Connie seconded. All yes.

Respectfully submitted,
Greg Brown

**Board Meeting Minutes
March 15, 2007**

Call to Order/Attendance: Board President Mary Gregg called the meeting to order at 5:05p.m. Present also at that time were Trustees Lauri Reinhardt, Connie O'Brien, Rob Holman. Bob Barringer, Library Director, Greg Brown arrived 5:10p.m, absent Vic Hogue.

Pledge of Allegiance

Public Comment: none.

Recording Secretary's Report: Minutes from the last regularly scheduled Board meeting, February 15, 2007, were briefly reviewed. Connie suggested that the minutes were hard to follow if not here. Rob agreed with Connie they were hard to follow if not present. Greg duly noted concerns will work on meeting minutes for clarity. Lauri moved to accept the minutes as written; Rob 2nd Yes: Lauri, Mary, Greg, Rob. Abstain: Connie.

Corresponding Secretary's Report: Lauri reported no report (Mary add to agenda)

Treasurer's Report: Rob presented budget.

Library Director's Report:

1. Extra Funding for April Lectures- Connie concerns that Phyllis Robertson Lectures stipulation of history and nature, Connie suggested changing. Connie move to give each of three poets \$50.00, Lauri 2nd, All yes, no none, Discussion of name change of program to Phyllis Robertson Program Series.
2. Book Sale Volunteers- April 18th. Set up April 16th to 18th Thursday 19, 20, and 21st.
3. FYI -Lisa Patterson-looking well, will possibly return to work last week April first week of May.
4. Heating system repair, heat exchanger cracked need to fix, area of zone over children's and Bob's office, pay from 931.Seven years old, checking if heat exchanger has a longer warranty.
5. Temporary Cleaning is going okay they are the same people who do the village offices.
6. Clock repaired and working, Bob is tweaking because it is a little slow
7. Lecture Series Update working on Antique Road show, Germaine Binns excited about doing this "show series" as well.
8. Web site Bob working on, brought camera to take pictures of the board.
9. Library Card Sign up Sweepstakes went well
10. Student Aide interviewing still has a couple of candidates that are promising.
11. County Library Report-discussed
12. Plaques for Memorial Paintings- plaques Connie picture frames, somewhere in Library, try to find them, still working on this.
13. Awning over back door Fred Neuman from Blissfield Lumber proposed awning for \$375.00 Aluminum and white. DPW can install for about \$40.00.
14. New Book Shelves- Lynn to match color of stain, - color is off. -Bob to discuss with Lynn.
15. Rock and Read good in afternoon slow in morning. Overall good contacts made with schools.
16. Library Card Drive: most successful drive yet. Last year issued 22 new patrons, this year 35 new patrons. Also had 30 people renew. Educated assessment this is at least double of average 4 week period.

17. Comfy seating- suggestion in the box for seating. Staff chairs in poor condition as well.
Rob left at 5:50 PM.

18. Sue Harms 20 years of service \$30.00 Stable gift certificate and Thank You!
Mary commented that we will only discuss Action items in meeting from report in the future.

Old Business:

1.) Memorial Bench

Rob presented two benches for our approval, Motion Greg we purchase a Victorian bench from A Park.com for the price to not exceed \$750.00 from the fine account Rob 2nd all in favor yes no none.
Rob will order

2.) Library Website: Bob will take photos of board members. Took photos of Mary, Lauri, Greg others at a later date.

3.) Newsletter:

a.) Circulation of newsletter- cost issues will look into possible changes doing it with Village, keeping with Advance.

Other Old Business:

E-mail of discussion and making discussion decisions to lead into potential problems per Mary with discussion with Village Attorney.

Rob back 6:10PM

-Approval of Long Range Plan- discussion only change Create Rost Community Room to read:

During the next year the Library Director and Staff will clean the back room. The items currently stored in the back room will be disposed of and the expenses associated with this project will come from the Rost account. At which time the best use of the space of the North East Corner of the library including Bob's office, movie video room, bathroom, back room, work room, janitors closet, and outside storage area will be addressed. Motion Rob with revisions Lauri 2nd. Roll call vote, Yes Mary, Rob, Lauri, Greg. No: Connie.

New Business:

- 1.) Standing Committees done
- 2.) Lecture Series- discussed

Adjournment: at 7:22 p.m. Lauri moved to adjourn the meeting; Connie seconded. All yes.

Respectfully submitted,

Greg Brown

Bob Barringer

From: "G Brown" <gabrown@tc3net.com>
To: "mary gregg" <mgregg@tc3net.com>; "Bob Barringer" <bbarringer@monroe.lib.mi.us>; "Rob Holman" <rholman@sjtitans.org>; "Lauri Reinhardt" <laurir@webtv.net>; "Vic Hogue" <vhogue@cass.net>
Cc: "Village of Blissfield Administrator James Wonacott" <blissadm@cass.net>
Sent: Monday, May 07, 2007 8:25 PM
Subject: April minutes

Schultz-Holmes Memorial Library

Board Meeting Minutes
April 19, 2007

Call to Order/Attendance: Board President Mary Gregg called the meeting to order at 5:00p.m. Present at that time were Trustees Lauri Reinhardt, absent Vic Hogue, Greg Brown. Rob Holman. Bob Barringer Library Director,

Pledge of Allegiance

Public Comment: none.

Recording Secretary's Report: Minutes from the last regularly scheduled Board meeting, March 15, 2007, were briefly reviewed., moved to accept the minutes as written; Rob motion Lauri 2nd Yes: Lauri, Mary, Greg. Rob, no none.

Corresponding Secretary's Report: Lauri reported several thank you notes for Rock and Read and will send one to Connie.

Treasurer' Report: Rob presented budget. Budget savings will be resubmitted in May due to errors.

Library Director's Report:

1. **New Book Shelves-** Bob thinks stain okay, Board agreed. No further action needed.
2. Budget Bob and Rob will work together.
3. Bob will work on changes in reporting of items.
4. Canopy or **Awning over back door** – Bob will order and have installed.
5. Patron complaint of uneven sidewalk. Bob will discuss with Village (Mark Stran) and take care of it.
- 6 Bob attended Rotary Club said return of \$4-\$10.00 value, promoting library.
7. Bob working on flagpole and lighting issues continues to work with Bob Seegur

Old Business:**1.) Memorial Bench**

Rob ordering everything is in good shape on project.

2.) Long Range Plan will be re-written with changes by Greg

A. Projector Project Bob and Greg are working on will get together to find best value have been discussing options.

B. Book drop location change in by front sidewalk official details and landscaping issues raised and will be implemented, Greg and Bob working on project.

3.) New seating: Mary presented seating of booth and table for children's area for adults, books, and bench eraser for children. It is Giant Upholstered Book Furniture. Kids and Adult sections \$7249.00 for both. Adults only \$5750.00 and children's \$1499.00.

a.) Also add hanging acrylic poster holders for ceiling and wall.

4) Long Range Plan start with back room clean up, is the start of planning for the 1st year.

5) Handicapped Restrooms- Greg will check into ADA requirements, Bob will check information from prior visits of study.

New Business:

1.) By Laws-discussion of Article II Section 3 strike 2nd sentences. Rob made a motion that Article II Section 3, strike 2nd sentence. Job description – conducts meeting in the of the presidents absence. Greg 2nd. Vote: Mary, Lauri, Greg, Rob yes, no none.

2.) Policy for Book Purchases- discussed Greg made a motion that Policy for book Purchases from the CD Investment Interest in the Library Savings/ Gift budget. 1. One-half of the CD interest from each quarter will be dedicated to the purchase of books. 2. The Library Director may purchase from this money at his or her discretion. 3. This policy will expire after one year and will be reviewed for future consideration. 4. The one-half interest will come from May 2007, August 2007, November 2007, and February 2008. Rob 2nd motion. Vote all yes.

3) Article II job descriptions- Recording secretary,
Greg left 6:01PM Rob finished minutes.

Discussion of minutes taken by library employee scheduled by Library Director. New Recording secretary's job description, passed responsible for preparing and revising official library board documents. Vote all yes.

Discussion regarding reducing board to five members. Jim will check law.

Trustee workshop continues.

Bob to have goals.

Members to fill out evaluations.

Bob budget proposal.

Adjournment: At 6:45 p.m., Lauri moved to adjourn the meeting; Rob seconded. All yes.

Respectfully submitted,
Greg Brown

**SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
MAY 17, 2007**

Call to order/Attendance: A regular meeting of the Schultz-Holmes Memorial Library Board was called to order by President Mary Gregg at 5:02 p.m. on May 17, 2007. Trustees present: Sarah Mason, Lauri Reinhardt, Rob Holman, Vic Hogue. Also present were Jim Wonacott, Village Administrator; Bob Barringer, Library Director; Susan Harnes, recorder. Trustee Greg Brown arrived at 5:10 p.m.

Pledge of Allegiance was given by all.

Public Comment: Jim Wonacott addressed the Board regarding the proposed Village of Blissfield budget for the upcoming fiscal year.

New trustee Sarah Mason was welcomed by all those present.

Recording Secretary's report: Vic Hogue made a **Motion** to accept minutes of the April meeting as presented. Lauri Reinhardt seconded the motion. Motion passed unanimously.

Corresponding Secretary's report: Lauri Reinhardt reported on thank-you notes sent for donations and gifts.

Treasurer's report: Rob Holman gave the treasurer's report.

Library Director's report: Presented by Bob Barringer to the Board.

Old Business:

1.) Bob's evaluation

Mary Gregg asked that the Board go into Executive Session as requested by Dr. Bob Barringer. This session would be for the purpose of his own Employee Evaluation. Bob confirmed the request. Vic Hogue made a **Motion** that the Board go into Executive Session and Greg Brown seconded the motion. The Board moved into Executive Session at 5:35 p.m..

At 5:57 the Board reconvened. Vic Hogue left the meeting at 6:00 p.m. Rob Holman was absent and rejoined the meeting at 6:12 p.m.

2.) Long range Plan Implementation Reports

- A. Projector: no action
- B. Book Drop: no action
- C. Reading/Children's Areas: A **Motion** by Greg Brown: To not exceed \$10,750.00 from the Rost Account to purchase the Children's area & Reading Room plan as presented by Bob Barringer and Mary Gregg. The motion was seconded by Sarah Mason. Ayes: Sarah, Greg, Lauri, Mary; Opposed: Rob. The Board then suggested that Bob begin the process of ordering the furniture discussed.

3.) Memorial Bench

Lauri Reinhardt made a **Motion** to purchase a new Memorial Bench, cost not to exceed \$866.00, from the original account. The motion was seconded by Greg Brown. It was approved by unanimous vote.

New Business:

- 1.) **Budget:** Proposed budget reviewed; more discussion to follow at June meeting.
- 2.) **Newsletter:** June 1st deadline given for preparation of newsletter. Message from Board Member in newsletter may include reference to action taken on suggestions left in Suggestion Box.

3.) Other New Business

Antique Pit-Stop: This will be held in the library Auditorium on May 24, 2007 at 6:30 p.m. Bob asked for an increase of \$100.00 so that each appraiser could be paid \$100.00 (there will be two appraisers). Sara Mason made a **Motion** to increase payment for appraisers by \$100.00. The motion was seconded by Rob Holman. The motion was approved unanimously.

Adjournment

Lauri Reinhardt made a **Motion** to adjourn. Greg Brown seconded the motion. The meeting was adjourned by Board President Mary Gregg at 7:12 p.m.

**SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
JUNE 21, 2007**

Call to order/Attendance: A regular meeting of the Schultz-Holmes Memorial Library Board was called to order by President Mary Gregg at 5:04 p.m. on June 21, 2007. In attendance were Trustees Sarah Mason, Lauri Reinhardt and Vic Hogue. Also attending were Dr. Bob Barringer, Library Director, and Susan Harmes, Assistant Library Director and Recorder.

Pledge of Allegiance was given by all.

Public Comment: There was no public comment.

Recording Secretary's Report: Vic Hogue made a **Motion** to accept the minutes of the May meeting as presented. Lauri Reinhardt seconded the motion. There was no discussion. The motion passed unanimously.

Corresponding Secretary's Report: Lauri Reinhardt reported that she had placed new flowers at the Schultz-Holmes gravesite in Blissfield's Pleasant View Cemetery.

Lauri also stated she will send thank-you notes to the Antique-Pit Stop appraisers when she has their addresses. Bob Barringer said he will send the addresses to her.

Tran Longmoore from the Blissfield Advance arrived at 5:12 p.m. to observe the meeting.

Treasurer's Report: Treasurer Rob Holman was absent and no report was available.

Library Director's Report: Presented by Dr. Bob Barringer.

Old Business

Budget: Sarah Mason made a **Motion** to approve the budget as presented by Bob and to send it to Jim Wonacott. The motion was seconded by Vic. There was no discussion. The motion passed unanimously.

Memorial Bench: The new bench has been installed on the front lawn. All agreed it looks nice. Vic made a **Motion** to establish a fund of \$50 to \$100 to arrange for a replacement plaque for the memorial bench. Sarah seconded the motion. There was no discussion. Motion was passed by a unanimous vote.

Long Range Plan Implementation:

A. Projector: Bob reported that he and Greg Brown are still looking into this item.

B. Book Drop: Bob reported that the DPW has been contacted about moving the book drop to its new location. It is on their work schedule.

C. Reading/Children's Area: Mary and Bob reported that plans were progressing nicely and some items have been ordered for the children's area. Delivery should be sometime in July.

D. Committee Opportunities: The Restroom Committee members will be Sarah Mason, Bob Barringer, Greg Brown, Vic Hogue and staff member Linda Schnabele. A representative from the ADA may be invited to offer suggestions to the renovations so the restrooms will be compliant with all regulations.

The Reading/Children's Area Committee members will be Mary Gregg, Bob Barringer, Lauri Reinhardt, Rob Holman, and staff member Susan Harmes.

Committees will report their findings to the Library Board.

Staff member Laura Binns is working on some ideas for landscaping of the front of the building.

Other Old Business:

Workshops: Lauri Reinhardt made a **Motion** to eliminate Library Board Workshops unless/until it becomes necessary to have them again. Sarah Mason seconded the motion. There was no discussion. The motion was passed unanimously.

Village Administrator Jim Wonacott arrived at the meeting at 5:40 p.m. He spoke to the Library Board about the allocation of Trust Fund/Library Fund money for the upcoming year. Brief discussion followed.

New Business: There was no new business.

Vic Hogue made a **Motion** to adjourn the meeting. Lauri Reinhardt seconded the motion. The motion passed unanimously. President Mary Gregg adjourned the meeting at 5:59 p.m.

Respectfully submitted, Susan Harmes

SCHULTZ-HOLMES MEMORIAL LIBRARY

Director's Report to the Board of Trustees 6/21/07

ACTION ITEMS:

None

FYI:

Book Drop collision:

On Thursday at opening, we discovered that someone (in a car) had run into the book drop sometime after closing on Wednesday afternoon. We couldn't get the door open, so I called DPW which dispatched repairs expeditiously. It is dented but working now. I might suggest some sort of protective barrier when we move the book drop.

Flag Pole:

It is here. It may be installed by the time of the meeting since it is on DPW's schedule for next week. Previous pricing estimates based on 2006 numbers. Expect cost to be 5% higher (+shipping; -the American Legion 25% discount). I'm still waiting for the vendor to send me a catalog with their lighting options. I'd rather use the same vendor because of the Legion discount. Lighting cost estimates from other vendors \$300-500, plus installation.

Canopy:

I have a call in to Fred Neuman at Blissfield Lumber to check on the status of the canopy that I ordered shortly after the April board meeting. I hope to have word by the meeting.

Memorial Bench:

Ordered, arrived and mysteriously assembling under my nose.

Furniture for Children's area:

The items recently proposed for the Children's Area have been ordered. The price will be the same with an additional \$75 for delivery considerations. July arrival.

Poster and Art frames:

The proposed frames have been ordered at the price quoted. Arrival soon, perhaps by the meeting.

Painting Children's Area:

I'm going to start painting the Children's Area on July 14. That is the day of the festival parade, and, in the past, we don't open the library until noon and it is a slow day the rest of the way. Any help would be appreciated.

Newsletter:

A draft of the newsletter is attached to the same email as this report. The newsletter is re-designed to echo and help launch the website.

Website:

Site is up and running. I need pictures of Sarah and Vic, so consider this fair warning to tidy up before the meeting. The site will evolve. I had to reduce my expectations since I was unable to get the software I wanted, but even that can be remedied over time. It won't have quite the functionality at first that it will have eventually. I encourage you to look at it, find errors, make suggestions. www.blissfieldlibrary.org

**SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
July 19, 2007**

Call to order/Attendance: A regular meeting of the Schultz-Holmes Memorial Library Board was called to order by President Mary Gregg at 5:00 p.m. on July 19, 2007, in the library auditorium. In attendance were Trustees Sarah Mason, Lauri Reinhardt, Rob Holman, and Greg Brown. Trustee Vic Hogue was absent. Also attending were Dr. Bob Barringer, Library Director, and Susan Harnes, Assistant Library Director and Recorder.

Pledge of Allegiance was given by all.

Public Comment: There was no public comment.

Recording Secretary's Report: Sarah Mason made a **Motion** to accept the minutes of the June meeting as presented. Rob Holman seconded the motion. There was no discussion. The motion passed unanimously.

Corresponding Secretary's Report: Lauri Reinhardt reported that she sent a thank-you note to each of the appraisers hired for the Antique Pit Stop in May, 2007.

Treasurer's Report: Rob Holman presented the May and June, 2007, Library Savings/Gift Report, and the Budget Report with expenses for May and June, 2007.

Library Director's Report: The report, which included a proposed Trust Fund budget for 2007/2008, was presented by Dr. Bob Barringer. Rob Holman made a **Motion** to accept the Trust Fund budget and changes as presented by Bob. There was no discussion. The motion was approved unanimously. The proposed budget will be sent to Jim Wonacott, Village Administrator.

The Library Director's report asked for a decision to be made regarding the paperback carousels now stored in the backroom of the library. Rob Holman made a **Motion** stating the paperback carousels are obsolete and they are to be disposed of in any way possible. There was no discussion. The motion was approved unanimously. Because these were gift items, the Corresponding Secretary will try to contact the family before the items are disposed of by the Library.

Old Business

1.) Long-Range Plan Implementation Reports

A. Projector Greg Brown reported on his research and recommended the purchase of a Dell 1800 Projector. Rob Holman made a **Motion** to approve \$1,150.00 for the purchase of a projector and bulb, to be paid for out of the Robertson funds. Greg Brown seconded the motion. There was no discussion. The motion was approved unanimously

B. Book Drop Bob Barringer will check again with the DPW regarding the moving of the book drop. Discussion was held concerning barriers to protect the book drop.

C. Children's/Reading Area The new furniture for the Children's Reading Area has been delivered to the library. Bob reported that the \$75.00 inside delivery fee had been waived because he had to help to move the boxes inside the doorway. The Reading/Children's Area Committee will schedule a meeting to decide on the placement of the furniture. They will also consider paint colors for the walls in that area.

D. Restroom Renovation This committee has not had a meeting at this time..

Trustee Greg Brown left the meeting at 6:06 p.m.

2.) Bob's Goals

All trustees were given copies of the goals Dr. Bob Barringer had presented earlier in the year. Rob Holman made a **Motion** to approve Bob's goals for 2007-2008 as submitted. Lauri Reinhardt seconded the motion. There was no discussion. The motion was approved unanimously. Rob Holman then made a **Motion** to review Bob's goals at the January, 2008, meeting. Lauri Reinhardt seconded it. There was no discussion. The motion passed unanimously.

Other Old Business

Rob Holman stated that he would like to review a book and make a small display or poster promoting the book and place it in the library. The Library Board felt this was a good idea.

Other Board members or library staff members may participate in the future by reviewing books they have read and would like to recommend to other readers.

New Business: There was no New Business.

Library Board President Mary Gregg called for a motion for adjournment. Lauri Reinhardt made a **Motion** to adjourn the meeting. Sarah Mason seconded the motion. The motion passed unanimously. President Mary Gregg adjourned the meeting at 6:24 p.m.

Respectfully submitted, Susan Harmes

SCHULTZ-HOLMES MEMORIAL LIBRARY

Director's Report to the Board of Trustees, July 19, 2007

ACTION ITEMS:

Thank You:

We need a thank-you note sent to:

Gary and Roberta Valentine
124 Washington St.
Morenci, MI 49256

for a \$50 donation for children's books in memory of Wesley Fisher.

Trust Fund Budget:

I have attached a draft for a proposed trust fund budget for 2007-8. This is only a draft. It needs your revisions, finalization, and approval before we send it on to Jim Wonacott.

Boiler Room Clean-up:

While we have been hampered in our efforts by staff shortages due to vacations and family emergencies, we have begun to clean and re-organize the boiler room to more efficiently use the space. We have thrown out or otherwise disposed of any items of no use to the library and items suitable for sale at the book sale. We have organized supplies and other materials, using the cabinets and shelving in the room. Laura Binns, the staffer assigned to this project, has requested plastic bins or tubs to further organize the remaining materials. I have held off on fulfilling her request because, while we continue to pursue this project, I wanted to let the Board know that we are getting to the point when we can do no more without some further direction from the Board about the disposition of the remaining items in the room.

I have made it known to the local library community that we have paperback carousels for sale. There may be a couple of other things that we can return to the County Library or sell or throw away, but much of what remains are donated videos awaiting processing (a long process because each must be viewed individually), useable supplies, tools, ladders and book carts, seasonal decorations, and computer equipment, and hardcopies of the last few years of the Blissfield *Advance*. This is in addition to the items I presume would remain in a reconfiguration—staff lockers, refrigerator, microwave and garbage cans. As I said above, we are at work on this project. We expect to have more time to devote to it in August.

FYI:

DPW installed new flagpole this morning, 7/13/07. Lighting is still backordered, but DPW has temporarily adjusted the existing landscape lighting to illuminate the pole until the new lighting arrives. We may need additional hardware for the Michigan state flag, so only the US Flag is up now. I'm investigating the problem with the vendor.

Children's furniture has just arrived this morning (07/13/07) and is in the auditorium vestibule. I could not remove it from the cartons since I didn't want to disturb The Miss River Raisin Festival committee using the auditorium. When we get a good look at the furniture, I will work with the subcommittee to choose paint for area; afterwards painting will be scheduled.

Plaque for memorial bench is in, mounting screws have been purchased, awaiting final word from Lauri's consultation with Mr. Reinhardt on whether or not we are doing anything to the bench (sanding, etc.). Total cost: \$20.82.

Canopy for back door arrived at Blissfield Lumber on Monday, 7/9. Susan called Mark Strahan to notify him. DPW will install when they can get it on their schedule.

Please let me know if I have forgotten anything and I will try to have an answer for you by the meeting.

**SCHULTZ-HOLMES MEMORIAL
LIBRARY BOARD MEETING MINUTES
AUGUST 16, 2007**

Call to order/Attendance: A regular meeting of the Schultz-Holmes Memorial Library Board was called to order by President Mary Gregg at 5:02 p.m. on August 16, 2007, in the library auditorium. In attendance were Trustees Vic Hogue, Lauri Reinhardt, Sarah Mason, and Rob Holman. Also attending were Library Director Dr. Bob Barringer, and Susan Harmes, Assistant Library Director and Recorder.

The **Pledge of Allegiance** was given by all.

Public Comment: There was no public comment.

Recording Secretary's Report: Vic Hogue proposed a **Motion** that the minutes of the July, 2007, meeting of the Library Board stand approved as submitted. There was no discussion. The motion was unanimously approved by roll call vote.

Corresponding Secretary's Report: Lauri Reinhardt reported that she is trying to locate members of the Morgan Crossland family regarding the book carousels.

She will send a thank-you note to Bob Seeger for his help in obtaining the new flagpole and flag.

Village Administrator Jim Wonacott joined the meeting at 5:10 p.m.

Treasurer's Report: Rob Holman presented copies of the Treasurer's report. Discussion followed.

Trustee Greg Brown arrived at 5:12 p.m.

Library Director's Report: Dr. Bob Barringer presented his report to the Library Board. The Board acted on several issues contained within the report:

Vic Hogue made a **Motion** for the Library Board to reimburse Bob Barringer in the amount of \$174.15 for attending the Library Director's Summit meeting in Lansing. This amount includes the registration fee and reimbursement for gas mileage at the IRS approved rate. Discussion followed. The motion was passed unanimously.

Vic Hogue proposed a **Motion** to authorize Bob Barringer to spend up to \$4,500.00 for the proposed furniture for the Reading Areas. Discussion followed. The motion was passed unanimously.

The Library Board Trustees reached a consensus affirming Dr. Bob Barringer's request to teach an on-line course.

Old Business

Long-Range Plan Implementation

A. Projector

Greg and Bob reported difficulty in the ordering process with Dell. Bob will call Dell again and, if necessary, have a check sent to Dell to facilitate the ordering process.

B. Book Drop

Greg will look into the possibility of lighting the barricade next to the book drop.

C. Children's/Reading Area Revamp

Mary Gregg reported on the estimated cost of cushions and casters for the existing wooden library chairs. The Board decided to wait until the other new furniture was in place before taking further action on this matter.

Mary asked Greg Brown to look into building a small cupboard for the southwest corner of the Children's Area.

D. Restroom Renovation

Vic Hogue reported that a builder would need a set of plans before he could give an estimate on the project. Vic will try to contact a registered architect that Jim Wonacott recommended.

Other Old Business

Jim Wonacott reported that the Budget and the Savings/Trust Fund figures submitted to the Village by the Library Board had survived the initial review. The formal public hearing on the Village budget will be on September 10, 2007.

Jim Wonacott also reported that the recent driveway repairs will be paid for by the Sidewalk Repair fund of the Village.

New Business: There was no new business.

Greg Brown proposed a **Motion** to adjourn the meeting. The motion was passed unanimously. President Mary Gregg adjourned the meeting at 6:20 p.m.

Susan Harnes
Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY

Library Director's Report to the Board of Trustees 8/16/07

ACTION ITEMS:

Request for reimbursement: On August 8, I represented the library at the Michigan Library Director's Summit sponsored by the Michigan Library Association. I heard about the meeting at the last minute, within 48 hours of the registration deadline, so there was no time to ask for funding beforehand. I did contact Mary, to let her know I would be going and that I thought it was important that I go.

The meeting brought together library directors from many different types of libraries, public (large and small), academic (both k-12 and higher education institutions), and special libraries (law, medicine, etc.). The membership is dominated by public libraries, particularly larger public libraries—Detroit, Ann Arbor, Grand Rapids—but there was much to be learned via the cross pollination with librarians from outside the public library arena. We heard from the Chief Deputy Treasurer of the State of Michigan who explained the budget process, teaching us when and, to some extent, how to influence the process. The influence would be on the big picture—Libraries, writ large—rather than on our library in particular.

We also heard from the director of the Cuyahoga County Public Library about gaining political support and advocating for the library among those who might be in a position to actually help, particularly lawmakers. While the talk mostly affirmed what I'm already doing—taking a consistent message to many different audiences in many different media, using easy to remember and repeat slogans and sound bites—I did come away with some new ideas, including an advertising campaign I plan to launch when I revise the website with more appropriate software.

I feel the meeting was far more helpful, particularly dollar for dollar, than the Traverse City conference, and I request re-imbursement for the registration fee (\$95) and mileage (163.2 miles @ .445/mile = \$72.62), totaling \$167.62. While I will charge the expense to 964-Workshops, Meals and Mileage to accurately record the nature of the expense, the funds—since the 964 line is depleted—are available as surpluses in 741-Newsletter, 956-Miscellaneous, and a predicted surplus in 933-001-Maintenance Agreements.

Revised Proposal: The furnishings subcommittee has addressed some criticism of the earlier proposal and offers an updated proposal. Instead of the three diner-style booths in the front windows of the original plan, we now propose one diner-style booth in the area currently occupied by the Phyllis Robertson Reading area to create a young adult area of the library. We would then move the Phyllis Robertson area to the front window, next to the front door. Between the new Phyllis Robertson area and the magazine racks, we propose a sectional conversation pit that would give us great flexibility. Finally, we propose adding a trestle table and benches in front of the north window in the children's

area as a space for older children. We feel we have addressed most of the library's constituencies in the new proposal, as well as the criticisms of the earlier proposal. The additional furniture will cost \$4450.59 (compared to the \$2682.80 of the originally-proposed booths). We will save some money on the painting and window washing since the custodian will take on the job at her normal hourly rate (paid from the general budget).

Online teaching: I have been approached by Jackson Community College, where I taught before taking my current job, about teaching a course online in the fall. After speaking with Mary, unless there are objections, I plan to finalize the acceptance which I have tentatively given. The Village employee handbook allows, with supervisor's approval, outside employment that involves no use of Village property. I think maintaining my connection with the local academic community can only help the library. The connections have brought us poets and will bring us more programming possibilities.

FYI:

Summer Reading: The Summer Reading Program was somewhat disappointing with only 69 finishers compared to over 100 who finished last year. While I might expect the numbers to generally trend downward—with more competition for potential finishers' time—I'm not prepared to abandon all hope. We'll supplement what the County Library does next summer with our own programming and take the initiative on promotion in the spring.

Flag pole lights are in and may well be installed by the meeting. Both flags are now up.

The **concrete pad** for the book drop is in, and as soon as it has cured adequately, we will move the book drop. Greg is investigating lighted barricades.

I have ordered **paint for the children's area** at a cost of \$116.06. Blissfield Lumber is out of a particular pigment, but should have it in soon. We are shooting for Labor Day weekend. Our custodian, Lisa Patterson, will do the painting as part of her job duties. She will also take on the outside window washing—unless we have volunteers. Since her wages come from the general budget, this move would entail a transfer of expense from the trust fund to the general budget—which should be able to handle it. We will still need to buy supplies for painting, preparation and clean-up.

**SCHULTZ-HOLMES MEMORIAL
LIBRARY BOARD MEETING MINUTES
SEPTEMBER 20, 2007**

Call to order/Attendance: A regular meeting of the Schultz-Holmes Memorial Library Board was called to order by President Mary Gregg at 5:05 p.m. on September 20, 2007, in the library auditorium. In attendance were Trustees Vic Hogue, Lauri Reinhardt, and Rob Holman. Also attending were Library Director Dr. Bob Barringer, and Linda Schnabele, Library Clerk and Recorder.

The **Pledge of Allegiance** was given by all.

Public Comment: There was no public comment.

Recording Secretary's Report: Lauri Reinhardt proposed a **Motion** that the minutes of the August 2007 meeting of the Library Board stand approved as submitted. There was no discussion. The motion was unanimously approved by roll call vote.

Corresponding Secretary's Report: Lauri Reinhardt reported that she sent a thank you to Bob Seeger regarding the new flagpole and flag. Also stated that she is still unable to locate someone of the Morgan Crossland family regarding the book carousels. Was agreed by all that Lauri put forth a reasonable effort to locate this family and will discontinue further search. Was also stated that the "Morgan Crossland" name is still displayed throughout the library on other furniture.

Treasurer's Report: No report was given this month.

Library Director's Report: Dr. Bob Barringer presented his report to the Library Board. No action was taken on the content of this report. Dr. Barringer was commended for his excellent job of managing the budget.

Old Business

Long-Range Plan Implementation

A. Children's/Reading Area

A "field trip" was taken so all board members could see the new furniture that had arrived. Still waiting for the booth and table for older children to come in.

Everyone liked what they saw. Painting of walls in children's area will start this weekend.

B. Restroom Renovation

Vic Hogue reported that this process is moving slowly. Has the number for the architect the village used but has been unable to reach anyone. In the meantime, Vic has talked with the CAD (Computer Aided Design) Director at Vo-Tec about having his class helping us to come up with plans to present to an architect for approval. Everyone felt this was a great idea.

2. Purchasing

Mary Gregg presented to the board for their approval that all future purchases recommended by either individual board members or committees all go through Dr. Barringer. The reasoning for this is so all companies have one contact person/address to deal with regarding purchases. All members present agreed.

Other Old Business

There was no other old business to discuss.

New Business

1. Artwork

Sarah Mason was not present to report.

2. Village Employee Christmas Party

Board felt this is an administrative concern and decided it will be left up to Dr. Barringer to handle. It will be left up to his discretion, depending on what day the party falls on every year, as to whether or not to close the library and whether to pay scheduled staff or move staff hours around accordingly.

Other New Business

Robert Holman brought a concern he had with the latest library newsletter announcing the upcoming Phyllis Robertson programs. He felt the fact that Carman Curton is Dr. Barringer's wife should have been mentioned in her write-up.

Discussed having posters made up for all three Phyllis Robertson programs to place on easels helping to advertise the lectures.

Board let Dr. Barringer know that they liked the look of the revamped newsletter.

Vic Hogue proposed a **Motion** to adjourn the meeting. the motion was passed unanimously. President Mary Gregg adjourned the meeting at 6:05 p.m.

Linda Schnabele
Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY

Library Director's Report to the Board of Trustees 9/20/07

FYI:

Patron complaints: I informed Mary of two recent disgruntled patrons. Both problems were the result of my rejecting patron requests to use the auditorium in violation of policy which requires reservation and rental fee payment in advance. She suggested I should apprise the board via an FYI in my report.

A couple of weeks ago, a patron came in during one of our evening shifts (either Tuesday or Thursday) and said she needed to use the overhead projector and the auditorium. Susan referred her to me, and I politely told her she could do neither. The auditorium is available only by reservation and rental (except in the case of official Village business when it is reserved by Village personnel). The overhead is for staff (and official Village) use only. I have since learned that the patron identified herself to Greg Brown as a Village Board member. She did not identify herself as such during her conversation with me. Even if she had, there has been no indication that her project was an official Village project and not a personal one. Even if it were, she would have needed to reserve the auditorium through the Village since I would not have known she had authorization. When the River Raisin Watershed Council (James Wonacott, Chairman on behalf of the Village which is a member of the council) wanted to use the auditorium free of charge, I told them I would need to get authorization from Jim, which I did. I would be very wary of letting people use the auditorium for free, since everyone would argue for free usage on that precedent. The overhead is not the only item in the library restricted from public use. Allowing public use would set a precedent that might be argued for the video projector, digital camera, staff computers, etc. These are all very expensive items. Even the overhead has very expensive replacement bulbs.

Last week, a patron wanted to use his laptop in the auditorium because he wanted to use his cell phone. He was talking to a technician trying to repair the laptop. I politely refused the request, citing library policy for reservation and rental. He then wanted to use the cell phone in the library which is also against policy and which was also politely denied. He left in a huff. My reasoning here follows the same lines as above.

Flag pole lights are installed, but I have heard reports of their not working properly. DPW and I are investigating.

Workroom lights are malfunctioning and DPW cannot determine the cause. I will contact an electrician. Any referrals?

Book drop has been moved. Greg is investigating lighting options.

Painting of children's area is scheduled for painting this weekend. Our custodian, Lisa Patterson, will do the painting as part of her job duties.

Window washing has been completed by Lisa Patterson.

All **new furniture** has been ordered. Some arrived yesterday, but I have not opened the boxes. I think I will wait for the painting to be completed before moving furniture.

Video Projector arrived.

New purchases: Since my analysis of the budget suggested we had the funds available, and I had already been authorized to make such a purchase if it came from the general budget, I purchased a laptop and a DVD player to be used with the video projector. I also purchased a digital camera for help with the web site. These items will be for staff and library-sponsored presenters only.

**SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
OCTOBER 18, 2007**

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the library auditorium on October 18, 2007. Mary Gregg, President, presided.

Trustees Present: Vic Hogue, Greg Brown, Rob Holman, Lauri Reinhardt, and Sarah Mason.

Trustees absent: None.

Dr. Bob Barringer, Library Director, also attended the meeting.

Recording Secretary's report: Vic Hogue made a **Motion** that the minutes of the September 20, 2007, be approved as presented. The motion was unanimously approved by roll call vote.

Treasurer's report: Dr. Bob Barringer presented a General Fund and Trust Fund 2007 (pre-auditor) report for the end of the fiscal year. Discussion followed.

Library Director's report: Three of the public access computers need to be updated or replaced. Dr. Barringer asked for Board approval to exceed the line item amount for New Equipment to correct this situation. Discussion followed. Dr. Barringer was directed to solve the computer problem as needed, including purchasing new computers or components, as necessary.

Dr. Barringer and Greg Brown will continue to work on lighting for the flagpole and for the book-drop area.

Old Business

Mary Gregg and Dr. Barringer reported that painting in the Children's Area has been successfully completed. All of the new furniture has arrived and the project should be finished soon.

Vic Hogue reported that he is waiting to hear from the Vo-Tech instructor regarding the Restroom Renovation project.

Greg Brown presented the revised By-Law changes to Article II, Section 3, made by the Board in April 2007.

The Board agreed to hold an informal election of officers at the November meeting.

New Business

Sarah Mason asked the Library Board to consider displaying works by local artists in the library. The Board agreed this would be acceptable and asked Sarah to chair a committee that would organize the project.

Lauri Reinhardt made a **Motion** to not meet on December 20, 2007, for a regular meeting of the Library Board. Discussion followed. The motion was passed by unanimous approval. There will not be a December, 2007, meeting of the Library Board.

Greg Brown made a **Motion** to adjourn the meeting. The motion passed by unanimous vote. President Mary Gregg adjourned the meeting at 6:45 p.m.

Susan Harmes
Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY

Report of the Director to the Board of Trustees, October 18, 2007

ACTION ITEMS:

A contingency allocation of trust fund monies for computer purchase: We have three public access computers running MicroSoft Windows 98. This is an older operating system that MicroSoft stopped supporting earlier this year. The three computers require much staff and director time just to keep them serviceable. I'd like to purchase three new computers, so that all the public access computers will be running Windows XP. Maintenance and troubleshooting will then be uniform across the public access platform. The older computers do not meet the specification required to run Windows XP. This change might also facilitate the use of PC Cop management software (provided by the County Library). PC Cop allows user sign in and automatic time keeping. It also provides for excellent record keeping on computer usage. I expect the three computers to cost less than \$2000.

I will charge the computers to new equipment, and if we have no emergencies this year, I hope to be able to pay for them from the general budget. As a contingency against an emergency, however, I request authority to spend up to \$2000 in trust fund money (not to be charged until September 2008). According to your choice, the money can come from the fine or gift accounts or from any of the named trusts.

Another solution for lighting the flagpole and the book drop: This is actually an old solution. I would like to put a floodlight (such as the ones on the back of the building) on the northwest corner of the building. A two unit flood-light could be directed both at the book drop and at the flag pole. We have had no complaints about the flag pole, but the solar lights, my attempt at cost and energy savings, do not seem to provide enough light. The book drop is difficult to empty in the dark, and with the days getting shorter, that is starting to be troublesome. While this would not necessarily eliminate the need for the lighted barricades we have discussed, I'm concerned that the barricades will not adequately light the inside of the book drop, as I expect the flood lights would. I have not looked into the cost of the flood lights, but I will with the board's authorization. I'd like to pay for these with the same fund (Rost) as the flag pole and original lighting. We would need a qualified electrician to install them. Any referrals?

FYI:

Furniture out the wazoo: All the furniture has arrived. As soon as I can get it put together, it will be put out into the library. I hope to have at least some of it out by the meeting. I will move the old furniture we do not plan to use into the back room, pending decisions and final disposition.

Painting: Done.

Committee work: I have been selected to serve on the Planning and Evaluation Committee of the Woodlands Library Cooperative. I'm hoping I can count on the library's covering mileage expenses to meetings in Albion, but there should be no other costs incurred. I think it is a good opportunity to make our library known in the region served by Woodlands and to stake out a claim independent of the Lenawee County Library—of which most folks believe we are merely a branch. It is an important committee that oversees the self-assessment of the cooperative and plans cooperative services to all member libraries. The state of the library world is changing since we are going to state-wide inter-library loan, so this is a good time to be involved in the future of a new Woodlands. I would think that the networking will be of great benefit to the library.

I will also be on the Arts and Humanities sub-committee of the Community Development Committee, which, I think, is an off-shoot of the Chamber of Commerce.

Brighten Blissfield Day: Kay Brown and her Band of Renown (had to say it) asked for suggestions for sprucing up the library. There were some parameters she provided, and given the parameters, I suggested: painting the bicycle rack and handrails, painting the back doors, and power washing the front of the building, particularly on the auditorium end where there looms a creeping blackness. I have no idea if any of it will be done, but we shall see. It was a wonderful, generous offer and a good cause. I was honored, on behalf of the library, that she included us. Like Blanche DuBois, we depend on the kindness of strangers.

**SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
NOVEMBER 15, 2007**

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the library auditorium on November 15, 2007. President Mary Gregg called the meeting to order at 5:00 pm. The Pledge of Allegiance was given by all attendees.

Trustees Present: Mary Gregg, Vic Hogue, Greg Brown, Lauri Reinhardt and Sarah Mason.

Also present: Dr. Bob Barringer, Library Director; Jim Wonacott, Village Administrator; Susan Harnes, Recorder.

Trustees Absent at Roll Call: Rob Holman

Recording Secretary's report: Sarah Mason made a **Motion** that the minutes stand approved as read. Following discussion, the Recorder was instructed to record all standing reports, even if there is nothing reported. The **Motion** was approved unanimously by roll call vote.

Corresponding Secretary's report: Lauri Reinhardt reported that she sent a Thank You to Ann Reed for her book donation, and also to Frank Baker, the October guest speaker for the Lecture Series.

The Library Board complimented Dr. Barringer on the column he wrote for the Village Newsletter.

Library Director's report: The report was presented by Dr. Barringer.

Lauri Reinhardt and Sarah Mason will provide cookies for the Open House preceding the guest lecture in December. Dr. Barringer will arrange to have coffee and punch available.

Dr. Barringer presented copies of the Library Saving/Gift Budget accounts.

Trustee Rob Holman arrived at the meeting at 5:25 p.m.

Treasurer's Report: Presented by Rob Holman.

OLD BUSINESS

Children's/Reading Area:

Mary and Bob reported that all of the new furniture was in place and all of the painting has been completed. Bob plans to have some of the new poster frames in place by the Open House in December. Poster donations from the trustees would be welcome.

Restroom Renovation:

Vic Hogue reported on the Restroom Renovation. He is waiting for computer drawings from the Vo-Tech class. It will be Spring, 2008, before any work can be started on the actual renovation.

Artwork:

Sarah Mason reported that she recently visited the Saugatuck-Douglas library. They have a children's art program/auction that is successful.

Sarah also asked the Board if she could phone the artist of the front lawn sculpture and ask him to replace it with another work of art. The present sculpture has been at the library for two years. The Board agreed to have her place the call.

There was no other Old Business.

NEW BUSINESS

Election of Officers: Mary Gregg opened the nominations. Vic Hogue made a **Motion** for the same slate of officers as the previous year. There was no discussion. Following a roll call vote, the **Motion** was passed unanimously.

Meeting dates: Mary Gregg reported that, according to the by-laws, the meeting dates for the following year had to be decided at the November meeting. Each trustee was given copies of the projected dates. Sarah Mason made a **Motion** to approve the projected meeting dates for 2008. Discussion followed. The **Motion** was approved by unanimous vote.

Annual meeting/report: Discussion was held regarding a revision to Article III Section 2 of the By-Laws. The revision will be read and voted upon at the next regular meeting.

"Periodic Items" Agenda: Mary told the Board that she would like to develop a new month-by-month Long Range Plan for the upcoming year. The Board agreed this would be useful. Mary will present her plan at the next regular meeting.

Other New Business

Lauri reported that she will have price estimates for a new copier at the January meeting.

Jim Wonacott reported that there will be a Christmas party for the Village employees and Village Council members on December 5, 2007, at The Stable restaurant.

Rob Holman suggested that Lauri Reinhardt ask for a discount on the service contract or cost of a new copier if it is purchased at AOS (American Office Solutions). The Library has a current service contract with them on the current copier. Bob stated that the Library has had good service from them. The Board agreed it would be a good idea to ask for a discount.

There was no other New Business.

Mary Gregg asked for a motion for adjournment. Greg Brown made a **Motion** that the meeting be adjourned. There was no discussion. The **Motion** passed by unanimous vote. The meeting was adjourned by President Gregg.

Susan Harmes
Recorder