

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
January 17, 2008

A regular scheduled meeting of the Schultz-Holmes Memorial Library Board was held in the library auditorium on January 17, 2008. President Mary Gregg called the meeting to order at 5:10 p.m. The Pledge of Allegiance was given by all attendees.

Trustees present at roll call: Mary Gregg, Vic Hogue, Greg Brown, Lauri Reinhardt and Sarah Mason. Trustees absent at roll call: Rob Holman. Also present were Dr. Bob Barringer, Library Director and Susan Harnes, Recorder.

There was no public comment.

Recording Secretary's Report: Mary Gregg requested a change in the November, 2007, minutes. In the New Business portion, under "Periodic Items Agenda," the words "Long Range Plan" should be "agenda." The minutes should state, "Mary told the Board that she would like to develop a new month-by-month AGENDA for the upcoming year." Sarah Mason made a **Motion** to approve the November, 2007, minutes as corrected. The motion was seconded. There was no discussion. The **Motion** was passed by roll call vote.

Corresponding Secretary's Report: Lauri Reinhardt reported that she has sent thank-you notes to John Dodson, David Porter and Clarence Eisenmann. The Board members all thanked Dr. Barringer for the Christmas gift he gave to each of them.

Treasurer's Report: Due to Rob Holman's absence, Bob Barringer gave each of the Board members a copy of the budget report and savings account overview.

Library Director's Report: Dr. Barringer presented his report to the Board members. The Board agreed with him that the Annual Report could be used for the January newsletter this year and in the future to present an overview of the library to the public. A "Donation Coupon" will also be added to the newsletter.

March is Reading Month and Lenawee County Librarians have decided to use the theme of "Read Around the County." Bob showed the Board an example of the "passport" he designed that readers will use as they visit each of the libraries in Lenawee County.

Board members offered suggestions to the Library Director that they feel may help to increase Summer Reading participation this year. Some of the ideas may be used in addition to the Lenawee County Library Program.

OLD BUSINESS

1. Long-Range Plan Implementation

A. Children's/Reading Area: Bob Barringer reported that the DPW has been contacted regarding hanging the new poster frames, etc. The DPW will also move some pictures currently hanging in the library to new locations in the library. This will finish up the planned renovation in the reading areas. Greg Brown brought up the possibility of adding a blog to the library's website. Bob assured him that there is plenty of room for this feature on the website. Mary reminded everyone that the Board and Staff are welcome to submit book reviews for display.

B. General overview of LRP progress: Greg Brown reviewed the 2007 goals with the Board and discussed which goals had been met. He will present a completed report summarizing the goals achieved in 2007 at the February meeting.

C. Restroom Renovation: Vic Hogue reported that the Computed Assisted Drawing Class at Vo-Tech will begin working on a plan for up-to-code public restrooms for the library.

2. Semi-annual Review of Goals with Library Director An informal discussion was held with Dr. Barringer.

3. Copier

Dr. Barringer reported that a salesman from AOS had contacted him and that he will send information on several models of new copiers. The salesman will also look into trade-in values for the current copier/contracts that the Library has with the company.

Trustee Vic Hogue left the meeting at this time--6:25 p.m.

4. Art in the Library

Sarah Mason gave the Board members a hand-out with several suggestions for starting a display of artwork done by local people. The Art Committee has not had a meeting yet. Sarah reported that she had also called Flatlanders regarding the sculpture placed on the front lawn several years ago. Flatlanders is willing to remove the present sculpture but will charge \$500.00 for the lease of another sculpture. The Board briefly discussed the possibility of showing outdoor movies on the front lawn of the Library during the summer.

5. By-Laws Revision

Greg Brown will present the revision at the February meeting.

6. Periodic Agenda Items

Mary Gregg gave the Board her agenda items month-by-month for the 2008 year.

There was no other Old Business.

NEW BUSINESS

There was no New Business.

Greg Brown made a **Motion** to adjourn the meeting. The motion was seconded. There was no discussion on the motion. The **Motion** passed by unanimous vote. President Mary Gregg adjourned the meeting at 6:50 p.m.

Susan Harmes
Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
February 21, 2008

A regular scheduled meeting of the Schultz-Holmes Memorial Library Board was held in the library auditorium on February 21, 2008. Vice-President Vic Hogue called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was given by all attendees.

Trustees present at roll call: Vic Hogue, Rob Holman, Lauri Reinhardt and Sarah Mason.
Trustees absent at roll call: Mary Gregg and Greg Brown.
Also present were Dr. Bob Barringer, Village Administrator Jim Wonacott, and Susan Harnes, Recorder.

Recording Secretary's Report: Lauri Reinhardt asked the Recorder to clearly define all abbreviations used in the report. Lauri then made a **Motion** that the minutes for the January, 2008, meeting be approved. The motion was seconded. There was no discussion. The motion was approved unanimously.

Corresponding Secretary's Report: Lauri Reinhardt reported there was no correspondence this month.

Treasurer's Report: Rob Holman reviewed the report given to the Board that was prepared by Dr. Barringer. Discussion followed.

Library Director's Report: As part of his report, Dr. Bob Barringer asked the Board to consider renewing the trial policy that allowed the CD interest to be used for new book purchases. Discussion was held. Rob Holman made a **Motion** that the policy to purchase materials from the CD investment be changed to an on-going policy. The motion was seconded. No discussion followed. The **Motion** was approved unanimously.

Bob gave the Board an overview of the American Office Solutions estimate to purchase a new copier for the Library. Discussion was held. No action was taken.

Old Business

Long-Range Plan (LRP) Implementation:

Children's/Reading Areas: Bob Barringer reported that this project is completed.

Restroom Renovation: Vic Hogue reported that the Computer Assisted Drawing (CAD) class is working on plans for the new restroom area.

General overview of LRP progress: No report due to absence of Greg Brown.

Art in the Library: Sarah Mason reported that she has been working on a registration form for participating artists. Discussion followed. Sarah offered to write the Message from the Board column for the next newsletter.

By-Laws Revision: Greg Brown has e-mailed a revised copy of the By-Laws to the Board members. They will wait to discuss the revisions until Mary Gregg and Greg Brown are at the next meeting.

There was no other Old Business.

New Business

There was no New Business.

Jim Wonacott said that he will inform the Village Council of the updates at the Library---new furniture, restroom updates, etc.

The Vice-President asked for a motion for adjournment. Lauri Reinhardt made a **Motion** to adjourn the meeting. The motion was seconded. The **Motion** passed by unanimous vote. Vice-President Hogue adjourned the meeting at 5:55 p.m.

Susan Harmes
Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
March 20, 2008

A regular scheduled meeting of the Schultz-Holmes Memorial Library Board was held in the library auditorium on March 20, 2008. President Mary Gregg called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was given by all attendees.

Trustees present: Mary Gregg, Greg Brown, Rob Holman and Lauri Reinhardt.

Trustees absent: Vic Hogue and Sarah Mason.

Also present: Dr. Bob Barringer, Library Director, and Susan Harmes, Recorder.

Recording Secretary's Report: Rob Holman made a **Motion** that the minutes be approved as submitted. The motion was seconded. The **Motion** was approved by a roll call vote.

Corresponding Secretary's Report: Lauri Reinhardt reported that she sent a thank-you note to Marcella Brieschke for the donation from the Mary Emily Tuttle estate.

Treasurer's Report: Discussion was led by Rob Holman on the budget spreadsheet.

Library Director's Report: In addition to his report, Dr. Barringer requested that the old card catalog units be sold through a Silent Auction at the upcoming Book Sale. The Board agreed to his request. There will also be several tables, chairs, and a book carousel included in the auction.

OLD BUSINESS

Restroom renovation:

There was no report due to the absence of Vic Hogue. The Board reviewed the preliminary blueprint plans submitted by the Computer Assisted Drawing (CAD) class at Vo-Tech. The Board will await further revisions.

Trustee Sarah Mason arrived at 6:00 p.m.

Art in the Library:

Sarah Mason presented preliminary examples of "Call for Art" advertising and entry forms. She will contact Frank Riley about the legality of wording used on the forms. Board members offered some questions and suggestions regarding the program. Rob Holman made a **Motion** that the Art in the Library Committee has the authority to implement the Art in the Library program as it sees fit. The motion was seconded. The **Motion** passed by unanimous vote.

By-Laws Revision:

Greg Brown reported that he has made the revisions that were discussed at previous meetings. Rob Holman offered some suggestions for other revisions to the by-laws. Discussion was held. Greg will continue to work on the by-law revisions.

Copier

Lauri Reinhardt reported that there was no additional information to report on the copier search and asked that the Board take action. Sarah Mason made a **Motion** that the Library Director purchase a new copier from the Tuttle Fund not to exceed \$8,200.00 in total cost. The motion was seconded. The **Motion** was approved by unanimous vote. The Library Director will purchase the new copier for the library. Discussion was held on the disposal of the present copier.

Long-Range Plan (LRP) annual review

Mary Gregg reviewed the LRP goals which have been accomplished in the past year. The Board was pleased with the number of goals they have fulfilled. Mary also complimented the most recent newsletter and the Board agreed with her that the newsletter was working as a good public relations tool. Discussion was held on some of the upcoming programs.

There was no other Old Business.

NEW BUSINESS**Policies review**

Dr. Bob Barringer suggested that the Board have a standing Policy Review Committee. The Board agreed and Rob Holman volunteered to be on the Committee and work with Bob on the policies.

Mary Gregg announced that the April 17th meeting will be held in the workroom rather than in the auditorium.

As there was no other new business, Mary Gregg asked for a motion for adjournment. Greg Brown made a **Motion** to adjourn to meeting. The motion was seconded. The Board President Mary Gregg adjourned the meeting at 6:50 p.m.

Susan Harmes
Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY

BOARD MEETING MINUTES

APRIL 17, 2008

A regular scheduled meeting of the Schultz-Holmes Memorial Library Board was held in the library auditorium on April 17, 2008. President Mary Gregg called the meeting to order at 5:00 p.m.

The Pledge of Allegiance was given by all attendees.

Trustees present: Mary Gregg, Vic Hogue, Rob Holman, Lauri Reinhardt, and Sarah Mason.
Trustees absent: Greg Brown.
Also present: Dr. Bob Barringer, Library Director, and Susan Harmes, Recorder.

Recording Secretary's Report: Lauri Reinhardt made a **Motion** that the minutes be approved as submitted. The motion was seconded. The **Motion** was approved by a roll call vote.

Corresponding Secretary's Report: Lauri Reinhardt reported that she sent thank-you notes to Paul and Helen Vergote and to Virgil and Donna Diver for their monetary donations. She also sent a thank-you note to Dawn Moore for the Girl Scout book donations.

Treasurer's Report: Rob Holman asked Dr. Barringer to present the monthly Budget report and the Savings Account report. The reports were reviewed by the Board and discussion followed.

Library Director's Report: Board members agreed to volunteer their time to help at the annual Book Sale.

Dr. Barringer asked the Board to set a minimum bid price for the card catalog units and the tables & chairs that are to be sold by silent auction. Discussion followed and prices were agreed upon: card catalog bids to begin at \$100.00 each; table and four chair sets to begin at \$20.00 each.

OLD BUSINESS

Long-Range Plan (LRP) Implementation

Restroom Renovation:

Vic Hogue presented the Board with architectural drawings completed by the Computer Assisted Drawing (CAD) class at Vo-Tech. The Board reviewed the plans and discussion followed. The Board asked Vic to take the plans to the architect that does work for the Village of Blissfield. He will ask him to go over the drawings and offer his advice for improvements that are needed to meet the Americans with Disabilities Act (ADA) requirements for this library.

A thank-you note will be sent by the Corresponding Secretary to Danielle Lulham for her work on this project. Vic will also contact her to get the CAD disk for this project.

The Restroom Renovation committee members are: Vic Hogue, Sarah Mason and Greg Brown.

Rob Holman left the meeting at 5:45 p.m.

There was no other Old Business.

NEW BUSINESS

Standing Committee Report

Art in the Library:

Sarah Mason reported that she will get the advertising and entry forms to Attorney Frank Riley for his review of them.

Other New Business

President Mary Gregg reported that the May meeting of the Library Board will include Dr. Barringer's job review. The Board agreed to a workshop for the Committee of the Whole. It will be held on Tuesday, May 13, 2008, at 5:00 p.m., in the library auditorium, for the purpose of the Library Director's evaluation. The Recorder, Susan Harnes, was asked to post a notice of this workshop at the library and at the Village office.

President Mary Gregg also noted that the June meeting will include discussion of the budget for the next fiscal year.

There was no other New Business.

President Mary Gregg asked for a **Motion** for adjournment. Sarah Mason made a **Motion** that the meeting be adjourned. The **Motion** was seconded and President Gregg adjourned the meeting at 6:20 p.m.

Susan Harnes, Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
MAY 15, 2008

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, May 15, 2008. President Mary Gregg called the meeting to order at 5:00 p.m. The Pledge of Allegiance was given by all attendees.

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

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

Trustees absent at Roll Call: none

Recording Secretary's Report: Lauri Reinhardt made a **Motion** that the minutes be approved as submitted. The motion was seconded. The **Motion** was approved unanimously by roll call vote.

Vic Hogue reported that he needed to leave the meeting early and would like the Long-Range Plan (LRP) Implementation –Bathroom Renovation- portion of the agenda moved to this point of the meeting. President Gregg agreed to this change of the agenda.

Long-Range Plan Implementation: Restroom renovation committee
Jim Wonacott reported on his conversations with architect George Hartman. A handout was given to each Board Member from Mr. Hartman. Mr. Hartman has reviewed the CAD (Computer Assisted Drawing) plans from Vo-Tech. He has submitted a proposal of \$3,950.00 for his fee to work with the Library on this project based on the CAD plans. He will do his own drawings and plans to include the minimum ADA (Americans with Disabilities Act) requirements. Discussion was held about the project. Greg Brown made a **Motion** to accept George Hartman's proposed architectural fee of \$3, 950. The funds for the project are to come from the Rost Fund. The **Motion** was seconded. The **Motion** was approved. Sarah Mason will contact Mr. Hartman and ask him to meet with the committee members. The committee will ask Mr. Hartman about the possibility of a smaller expansion than that proposed by the CAD class.

Vic Hogue and Greg Brown left the meeting at 5:35 p.m.

Corresponding Secretary's Report: Lauri Reinhardt reported that she sent a thank-you note to Danielle of the CAD class. She is working on numerous thank-you notes for donations to the library.

Treasurer's Report: Dr. Bob Barringer presented the current budget report. Discussion followed.

Library Director's Report: The Board reviewed Dr. Barringer's report. Rob Holman volunteered to write the message from the Board for the next newsletter. Lauri Reinhardt volunteered to decorate the Schultz-Holmes gravesite at Pleasant View Cemetery for Memorial Day. A discussion was held regarding the funds for this annual responsibility.

There was no other Old Business.

New Business

Evaluation of Library Director: The Library Board gave a favorable evaluation to Dr. Barringer. They all expressed pleasure with his job performance. The Board will discuss his job goals at the next meeting.

Standing Committee Reports:

Art in the Library: Sarah Mason reported she would like to put a press release in the Blissfield Advance newspaper about the upcoming art program. The Board agreed with her request.

Other New Business

Jim Wonacott reported that he needs a completed Library Budget proposal (approved version) by the end of July. He stated that expenditures should remain at the same level as this year due to the uncertainty of available funding from the State of Michigan.

There was no other New Business.

President Mary Gregg asked for a motion for adjournment. Lauri Reinhardt made a **Motion** to adjourn the meeting. The motion was seconded. The **Motion** passed unanimously. President Gregg adjourned the meeting at 6:15 p.m.

Susan Harmes
Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
JUNE 19, 2008

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, June 19, 2008. President Mary Gregg called the meeting to order at 5:00 p.m. The Pledge of Allegiance was given by all attendees.

Trustees present at roll call: Mary Gregg, Vic Hogue, Greg Brown, Lauri Reinhardt and Sarah Mason.

Also present: Dr. Bob Barringer, Library Director, and Susan Harmes, Recorder.

Trustee absent at roll call: Rob Holman

There was no public comment.

Recording Secretary's Report: Lauri Reinhardt made a **Motion** that the minutes be approved as submitted. The motion was seconded. The **Motion** was approved unanimously by roll call vote.

Corresponding Secretary's Report: Lauri Reinhardt reported that she sent thank-you notes to the poetry contest judges and to the many Summer Reading program contributors.

Treasurer's Report: Dr. Barringer presented the current budget reports. Discussion was held.

Library Director's Report: Dr. Bob Barringer requested action upon several items within his report:

- Due to increased participation this year in the Summer Programs, Sarah Mason made a **Motion** to increase the fine account budget by \$200.00 to help purchase supplies for the programs. The motion was seconded and passed by unanimous vote.
- All branches of the Lenawee County Library will be closed on Saturday, July 5, 2008. Vic Hogue made a **Motion** to close the Schultz-Holmes Memorial Library on Saturday, July 5, 2008. The motion was seconded and passed unanimously.
- Four street signs (2 library icons and 2 arrows) have been provided by the Lenawee County Library for the Schultz-Holmes Memorial Library. The Board decided to have Bob investigate the costs of having the signs mounted along US-223 in Blissfield.

- Revised policies were presented by Bob. Discussion followed. Greg Brown made a **Motion** to approve the Patron Behavior and Hygiene Policy. The motion was seconded and passed unanimously.
- Greg Brown made a **Motion** to approve the Food and Beverage policy, including corrections to allowed containers, for a six month trial period. The motion was seconded and passed by a majority vote.
- Greg Brown made a **Motion** to approve the Cell Phone and Personal Electronic Device policy. The motion was seconded and passed by a majority vote.
- Sarah Mason made a **Motion** to approve the Child Safety policy. The motion was seconded and passed unanimously.

OLD BUSINESS

Long-Range Plan (LRP) Implementation: Restroom Renovation

Vic Hogue reported that Sarah Mason and Bob Barringer have met with the architect, George Hartman. Mr. Hartman toured the present restroom area, took many pictures, and had some questions for Sarah and Bob about the desired outcome. Sarah will contact him to see when another meeting can be arranged to meet with him.

There was no other Old Business.

NEW BUSINESS

Director's Goals

Dr. Barringer had previously given the Board members a copy of his goals. Discussion was held concerning these goals. At the end of the discussion, it was decided to review the Periodic Item list for the Agenda at next month's meeting.

Budget Discussion

Bob Barringer presented a spreadsheet on the proposed budget for the upcoming fiscal year. He also presented an alternate budget based on a memo he sent to them. Discussion was held. Sarah Mason made a **Motion** to have Bob send the budget based on the memo to the Village Administrator. The motion was seconded and passed unanimously. The Board also restated that the Library Director has discretion over the Fine Account.

OTHER NEW BUSINESS

Dr. Barringer read a suggestion that had been placed in the Suggestion Box. No action was taken on the suggestion.

There was no other New Business.

STANDING COMMITTEE REPORT(S)

Art in the Library

Sarah Mason reported that she has brought in some paintings that are ready for display. She also now has disclaimer forms, approved by Village Attorney Frank Riley, for the artists who will have their work on display in the Library.

Vic Hogue made a **Motion** for adjournment. The motion was seconded and passed unanimously. President Mary Gregg adjourned the meeting at 7:10 p.m.

Susan Harmes
Recorder

Schultz-Holmes Memorial Library

**Special Board Meeting Minutes
July 31, 2008**

Call to Order/Attendance: Board President Mary Gregg called the meeting to order at 5:30p.m. Present also at that time were Trustees Lauri Reinhardt, Sarah Mason, Vic Hogue, Greg Brown. and Rob Holman. Bob Barringer, Library Director, was present.

Pledge of Allegiance

Public Comment: none.

Standing Committees Reports: Vic bathroom design reviewed and discussed.

Motion by Vic Hogue to approve plans and submit to Village Council, and authorize Hartman & Associates to open bidding pending Council approval. 2nd Lauri. Yes: Mary, Lauri, Greg , Rob, Sarah and Vic. No none

Adjournment: at 5:52 p.m. Sarah moved to adjourn the meeting; Rob seconded. All yes.

Respectfully submitted,
Greg Brown

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
August 21, 2008

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, August 21, 2008. President Mary Gregg called the meeting to order at 5:00 p.m. The Pledge of Allegiance was given by all in attendance.

All trustees were present: Mary Gregg, Vic Hogue, Greg Brown, Lauri Reinhardt and Sarah Mason.

Also present: Dr. Bob Barringer, Library Director, and Susan Harnes, Assistant Library Director, and Recorder.

There was no Public Comment.

Recording Secretary's Report: Lauri Reinhardt made a **Motion** that the minutes of the June 19, 2008, meeting be approved as submitted. The **Motion** was seconded and passed unanimously by a roll call vote.

Sarah Mason made a **Motion** that the minutes of the July 31, 2008, Special Meeting, be approved as submitted. The **Motion** was seconded and passed unanimously by a roll call vote.

Corresponding Secretary's Report: Lauri Reinhardt reported that was no correspondence to report this month.

Treasurer's Report: Dr. Barringer presented the current budget report and the current savings report. Discussion was held.

Library Director's Report: Dr. Barringer presented his report. Greg Brown volunteered to write the "Message from the Board" column for the next library newsletter.

OLD BUSINESS

Long-Range Plan Implementation: Restroom Renovation Update

Vic Hogue reported that the opening of the bids for the Restroom Renovation will be on Friday, August 29, 2008, at 11:00 a.m. in the Library Auditorium. Architect George Hartman will be present at that time and all Library Board members are encouraged to attend.

There was no other Old Business.

NEW BUSINESS

Rotary membership for Library Director

The possibility of a Rotary membership for Dr. Barringer was discussed. Costs and benefits to the library were mentioned. Board members decided to table the discussion until the September agenda.

Other New Business

Sarah Mason asked the Board members if they would like to have a potluck dinner in October or November as a holiday party for the Library Board. The group agreed to this idea and Sarah will work on the details.

Standing Committee Report(s)

Art in the Library

Sarah Mason reported that the paintings which are now hanging in the library will need to be removed by September 15, 2008. The artist, Charles Owens, will take them to an art show. The Board will continue to seek more art for display in the library.

There was no other New Business.

President Mary Gregg asked for a motion for adjournment. Greg Brown made a **Motion** that the meeting be adjourned. There was no discussion. The **Motion** was seconded and passed unanimously. The meeting was adjourned at 6:10 p.m. by President Gregg.

Susan Harmes
Recorder

Schultz-Holmes Memorial Library
Special Board Meeting Minutes
September 9, 2008

A special meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Tuesday, September 9, 2008. President Mary Gregg called the meeting to order at 5:00 p.m. The Pledge of Allegiance was given by all attendees.

Trustees present: Mary Gregg, Vic Hogue, Lauri Reinhardt, Rob Holman and Sarah Mason.

Also present: Dr. Bob Barringer, Library Director.

After discussing the bids received for the restroom renovation project, Vic Hogue made a motion to reject the bids received. Rob Holman seconded the motion, and it was passed unanimously. The board will review the project with George Hartman, Architect at the next regularly scheduled board meeting on September 18, 2008.

The meeting adjourned at 5:30 p.m.

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
September 18, 2008

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, September 18, 2008. President Mary Gregg called the meeting to order at 5:00 p.m. The Pledge of Allegiance was given by all present.

Trustees present: Mary Gregg, Rob Holman, Lauri Reinhardt, and Sarah Mason.

Also present: George Hartman, Dr. Bob Barringer, and Susan Harmes.

There was no public comment.

Recording Secretary's Report: Sarah Mason made a **Motion** that the minutes of the August 21, 2008, be approved as submitted. The **Motion** was seconded and unanimously passed by roll call vote. Lauri Reinhardt made a **Motion** that the minutes of the September 9, 2008, Special Meeting, be approved as submitted. The **Motion** was seconded and passed unanimously by roll call vote.

Corresponding Secretary's Report: Lauri Reinhardt reported that she sent a total of five thank-you notes this month.

Treasurer's Report: Dr. Barringer presented the monthly budget report and the current savings report. Discussion was held.

Trustee Vic Hogue joined the meeting at 5:05 p.m.

Library Director's Report: Dr. Barringer presented the trustees with copies of his report. Discussion was held.

OLD BUSINESS

Long-Range Plan Implementation: Restroom Renovation

Since no bid was accepted for the current restroom renovation plan, Vic Hogue asked George Hartman, of Hartman and Associates, to offer his suggestions on how to proceed with the project.

Trustee Greg Brown joined the meeting at 5:35 p.m.

Mr. Hartman offered suggestions on modifying the existing plans. Discussion followed.

Lauri Reinhardt made a **Motion** to ask George Hartman to redraw the existing plan based on tonight's discussion including a fee of up to \$1,000.00 to be paid to George Hartman for the re-draw and re-bid process. The **Motion** was seconded and passed. *with one 'NO' vote from Rob Holman, corrected 10/17/03 sh*

Greg Brown made a **Motion** to take \$100,000.00 out of the CD Savings Account and put that amount into the present Money Market Account. The **Motion** was seconded and passed.

There was no other Old Business.

NEW BUSINESS

Sarah Mason reported that she is organizing a pot-luck dinner for the Library Board and Staff in October.

Standing Committee Report—Art in the Library

Sarah Mason reported that paintings by Gerald Reinhardt will be placed on display.

There was no other New Business.

Mary Gregg asked for a motion for adjournment. Greg Brown made a **Motion** that the meeting be adjourned. The **Motion** was seconded and passed. President Mary Gregg adjourned the meeting at 6:25 p.m.

Susan Harmes
Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY BOARD MEETING MINUTES

October 16, 2008

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, October 16, 2008. President Mary Gregg called the meeting to order at 5:00 p.m. The Pledge of Allegiance was given by the attendees.

Trustees present: Mary Gregg, Vic Hogue, Lauri Reinhardt, and Sarah Mason. Rob Holman arrived at 5:05 p.m.

Also present: Dr. Bob Barringer, Library Director, and Susan Harmes, Assistant Library Director and Recorder.

Public Comment: In the absence of Jim Wonacott, Village Administrator, Mary Gregg and Dr. Barringer presented an overview of the Branch Library Lease Agreement that was sent to the Village Office by the Lenawee County Library Director, Teresa Calderone. The Board will wait for further direction from the Village Council and Village Attorney Frank Riley in this matter.

Recording Secretary's Report: Vic Hogue made a **Motion** to correct the September, 2008, minutes to reflect that the vote on Lauri Reinhardt's motion included a "no" vote by Rob Holman and to approve the minutes as corrected. The motion was seconded. Discussion was held. The **Motion** passed by a unanimous roll call vote.

Corresponding Secretary's Report: Lauri Reinhardt gave her report.

Treasurer's Report: Dr. Bob Barringer presented the report. The Board complimented him on a well-managed budget for the fiscal year.

Greg Brown joined the meeting at 5:40 p.m.

Library Director's report: Dr. Barringer had one action item included in his report to the Library Board. Rob Holman made a **Motion** that the Saturday after Thanksgiving Day will be a closed day for the library from this point forward. The motion was seconded. Discussion was held. The **Motion** passed on a unanimous vote.

OLD BUSINESS

Long-Range Plan Implementation: Restroom Renovation

Dr. Barringer reported that George Hartman has placed an advertisement for sealed bid proposals.

Mary Gregg reported that the bid openings will be held on Monday, November 3, 2008, at 11:00 a.m. in the Library Auditorium. All Board Trustees are invited to attend the opening of the bids.

There was no other Old Business.

New Business

Standing Committee Reports: Art in the Library

Sarah Mason reported that the art of Jerry Reinhardt is currently on display in the Library.

There was no other New Business.

President Mary Gregg asked for a motion for adjournment. Sarah Mason made a **Motion** that the meeting be adjourned. The motion was seconded. There was no discussion. The **Motion** passed by a unanimous vote. The meeting was adjourned by President Mary Gregg at 5:55p.m.

Susan Harmes
Recorder
10/17/08

SCHULTZ-HOLMES MEMORIAL LIBRARY BOARD MEETING MINUTES

November 20, 2008

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, November 20, 2008. President Mary Gregg called the meeting to order at 5:02 p.m. The Pledge of Allegiance was given by the attendees.

Trustees present at roll call: Gregg Brown, Mary Gregg, Rob Holman, Sarah Mason, and Lauri Reinhardt.

Also present: Dr. Bob Barringer, Library Director, and Linda Schnabele, Acting Recorder.

Trustee absent at roll call: Vic Hogue

There was no public comment.

Recording Secretary's Report: Lauri Reinhardt made a **Motion** that the minutes be approved as submitted. The **Motion** was seconded. The **Motion** was approved unanimously by roll call vote.

Corresponding Secretary's Report: Lauri Reinhardt reported no secretarial action was taken this month.

Treasurer's Report: Dr. Barringer presented current financial reports.

Library Director's Report: Dr. Barringer presented his report.

OLD BUSINESS

Long-Range Plan Implementation: Restroom Renovation Update

Dr. Barringer and Mary Gregg met earlier today with Architect George Hartman and representatives of the bid-winning construction company. A contract was presented, which Mary has forwarded to Jim Wonacott who will forward it to Frank Riley. Construction is expected to begin on December 1, 2008 pending permits. Keys were given out. There will be an On-Site Construction Supervisor here at all times. Construction is expected to last 100 days, which includes holiday downtime, barring any long delays due to weather.

There was no other Old Business.

NEW BUSINESS

Standing Committee Report: Art in the Library

Sarah made contact with the new art gallery in town, River Raisin Art Gallery, about exchanging artist names and to collaborate. Also regarding art, Dr. Barringer had a phone call from Pi Benio, Professor of Art and Adrian College about doing a deconstructed book art project this spring using books that did not sell at our book sale. Dr. Barringer or Sarah will contact Ms. Benio after first of the year to settle details.

Election of Officers

President Mary Gregg asked for a motion for adjournment in order to elect officers. Greg Brown made a **Motion** to adjourn; it was seconded and passed unanimously. The meeting was adjourned at 5:20 p.m. by President Gregg.

Meeting reconvened at 5:21 pm for election of officers. Discussion was held. Rob Holman made a **Motion** to keep the same slate of officers as the previous year with the exception that Sarah Mason becomes the Recording Secretary and Gregg Brown becomes the Member at Large. **Motion** was seconded and approved unanimously.

Motion was made by Sarah Mason to cancel the upcoming December 18, 2008, meeting. **Motion** was seconded and passed unanimously. Dr. Barringer will post accordingly.

Meeting dates for the upcoming year was disbursed at this time. Discussion was held. **Motion** was made by Lauri Reinhardt to keep dates for Library Board meetings set on the third Thursday of every month beginning at 5:00 p.m. **Motion** was seconded and passed unanimously.

There was no further business.

Motion was made by Lauri Reinhardt to adjourn the meeting. **Motion** was seconded and passed unanimously. President Mary Gregg adjourned the meeting at 5:30 p.m.

Linda Schnabele
Acting Recorder