

Schultz-Holmes Memorial Library
Regular Board Meeting Minutes
January 21, 2010

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday January 21, 2010. 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, Sarah Mason, Lauri Reinhardt, Vic Hogue, Rob Holman
Trustees absent: Greg Brown
Also present: Dr. Bob Barringer, Library Director.

Public Comment: None

The November Meeting Minutes were approved unanimously.

Treasurer's Report

Dr. Barringer presented the treasurer's report and discussion followed.

Library Director's Report

Dr. Barringer presented his report. Included in his report were estimates for the installation of a security system. Vic Hogue made a motion to purchase the security system by ATV, with installation by Anger Electric to be paid for with monies from the Smith Fund. (Cost of \$2200.00). The motion was seconded by Lauri Reinhardt and passed unanimously.

Annual Report

Dr. Barringer presented the annual report to the board.

Standing Committees

Art in the Library

Sarah Mason announced the Art in the Library program received \$500 from Blissfield Rotary. It will be used to purchase a rail hanging system for art display.

Financial Committee-no report.

Safety Committee- The exterior lighting for the book drop, flag pole, and front stoop are complete and operational.

Old Business

None

New Business

Sarah Mason is working on an application for the NEA's Big Read.

The meeting adjourned at 6:07 pm.

Schultz-Holmes Memorial Library
Regular Board Meeting Minutes
February 18, 2010

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday February 18, 2010. 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, Sarah Mason, Lauri Reinhardt, Vic Hogue,
Trustees absent: Greg Brown, Rob Holman
Also present: Dr. Bob Barringer, Library Director.

Public Comment: None

The amended January Meeting Minutes were approved unanimously.

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

Standing Committees

Art in the Library-no report.

Financial Committee-no report.

Safety Committee-still working on security cameras.

75th Anniversary-no report.

Old Business

None

New Business

Sarah Mason will coordinate a date for the 2nd grade field trip to the library as part of March is reading month. Dr. Barringer will set up a scavenger hunt for the students.

The meeting adjourned at 5:45 pm.

Schultz-Holmes Memorial Library
Regular Board Meeting Minutes
March 18, 2010

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday March 18, 2010. President Mary Gregg called the meeting to order at 5:15 p.m. The Pledge of Allegiance was given by all attendees.

Trustees present: Mary Gregg, Vic Hogue, Rob Holman and Sarah Mason
Trustees absent: Greg Brown, Lauri Reinhardt
Also present: Dr. Bob Barringer, Library Director, and Jim Wonacott, Village Administrator

Public Comment: None

The February Meeting Minutes were approved unanimously.

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

Standing Committees

Art in the Library-no report.

Financial Committee-no report.

Safety Committee-still working on security cameras.

75th Anniversary-There was discussion about the need for a budget for this event. The committee will begin researching party plans in order to develop a budget.

Old Business

The Blissfield 2nd grade field trip will take place on Wednesday March 31st. Dr. Barringer will give the students a tour and send them on a scavenger hunt. Sarah Mason will design a flyer to send home with the students for their parents, reminding them to come back to the library to get their new cards.

New Business

The board discussed forming an Ad Hoc Committee to develop a new Long Range Plan.

The meeting adjourned at 5:51 pm.

Schultz-Holmes Memorial Library
Regular Board Meeting Minutes
April 15, 2010

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday April 15, 2010. President Mary Gregg called the meeting to order at 5:00 p.m. The Pledge of Allegiance was given by all attendees.

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

Also present: Dr. Bob Barringer, Library Director

Public Comment: None

The March Meeting Minutes were approved unanimously.

Library Director's Report

Dr. Barringer presented his report. We now have downloadable audio books available through the Woodlands Cooperative. This news will be announced in the papers and on our website as well as our Face Book page.

Standing Committees

Art in the Library-Sarah Mason is investigating a one day show of the complete works of Charles Owens. Lauri Reinhardt's father has finished a pen and ink drawing of the library. Mary Gregg has a source of some antique postcards and postcard making plates.

Financial Committee-The library has recently been awarded two grants:

The **We the People Bookshelf: More Perfect Union** collection of materials by the National Endowment for the Humanities. Linda Schnabele spearheaded the effort on this grant. SHML is one of 4,000 libraries to receive the grant, which consist of books at various reading levels. There will be programming related to the materials, as required by the award.

SHML has also been awarded an **Arts & Humanities Touring Program Grant** of \$320 by the Michigan Humanities Council to offset the cost of our Summer Reading Program End of Year performance by Cirque Amongus.

We are still awaiting news of The Big Read Grant Application.

The board is still waiting for a response/action from Jim Wonacott regarding a credit card for the library to use; several projects are on hold due to this.

Safety Committee-still working on security cameras.

Vic Hogue left the meeting at 5:30.

75th Anniversary- Rob Holman presented a preliminary list of ideas for the Celebration. There was further discussion about the plans and a need for a budget amount. The board agreed on the date of March 12th 2011 which is a Saturday.

Old Business

The Ad Hoc Long Range Plan Committee met and went over the old plan. Many of the items have been completed. They deleted a number of items that were no longer practical or relevant and asked the board to think about ideas they would like to see on the new plan.

New Business

Dr. Barringer explained the Quality Services Audit Checklist (QSAC) rating system. He and Sarah Mason will begin going over the various levels to see what rating we can achieve.

The meeting adjourned at 6:20

Respectfully submitted
Sarah Mason
Recording Secretary

Schultz-Holmes Memorial Library
Regular Board Meeting Minutes
May 20, 2010

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday May 20, 2010. President Mary Gregg called the meeting to order at 5:00 p.m. The Pledge of Allegiance was given by all attendees.

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

Also present: Dr. Bob Barringer, Library Director, Ray Jones, Village Council Member
Public Comment: Ray Jones spoke to the board regarding the Village Credit Card. Jim Wonacott is drafting use procedure which will be presented at the next village council meeting. Pending approval, the Village should have a credit card approximately 10 days after the approval. The card will be issued from Blissfield State Bank.
Mr. Jones left at 5:07.

The March Meeting Minutes were approved unanimously.

Library Director's Report

Dr. Barringer presented his report. There was discussion regarding copyright infringement issues and the need to upgrade our firewall and time/content management system. Dr. Barringer hopes to have a solution in June.

Standing Committees

Art in the Library-Lauri Reinhardt's father Jerry Reinhardt gave the library a new pen and ink drawing of the library.

Financial Committee: still investigating grant opportunities. We were not awarded The Big Read Grant.

Safety Committee: still working on security cameras.

75th Anniversary-Rob Holman presented a proposed menu from The Hathaway House for the party. There was further discussion about the plans; the time for the party is now set at 1pm - 4 pm on Saturday March 12th 2011.

Strategic Plan Ad Hoc Committee-Mary and Sarah are working on the new plan to present to the board in August.

New Business

The library experienced a parking problem on a Saturday during a wedding at the church. Guests were parking erratically and taking employee parking spots as well. Mary Gregg will speak to the church about educating their parishioners to direct their guests not to park in driveways or to take spots marked for library employees.
The meeting adjourned at 6:12.

Respectfully submitted
Sarah Mason
Recording Secretary

Schultz-Holmes Memorial Library
Regular Board Meeting Minutes
June 17, 2010

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday June 17, 2010. President Mary Gregg called the meeting to order at 5:15 p.m. The Pledge of Allegiance was given by all attendees.

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

Also present: Dr. Bob Barringer, Library Director,
Jim Wonacott, Village Administrator joined the meeting at 5:30
Vic Hogue joined the meeting at 5:35

The May Meeting Minutes were approved unanimously.

Lauri Reinhardt mailed 16 thank you notes.

Treasurer Report: Dr. Barringer has been instructed to cut the budget by 3% by the Village Administrator.

Library Director's Report

Dr. Barringer presented his report.

The board discussed eligibility for prizes for summer reading and various contests that are ongoing in the library. The board has determined it was appropriate to make staff and board members ineligible for prizes.

Standing Committees

Art in the Library-we received a new item for display which led to discussion of suggested guidelines for submissions in the future. The committee will schedule a meeting to discuss the guidelines. We will be ordering the rail system this month.

Financial Committee: still investigating grant opportunities.

Safety Committee: Security cameras will be ordered and installed as soon as possible. Greg Brown distributed a proposal for the mConsole Time and Wireless Network Management program for our computer system. Sarah Mason made a motion to purchase the mConsole system for an initial cost of \$3000.00 plus \$220 a year for maintenance. Vic Hogue seconded and the motion passed.

75th Anniversary-no report.

Strategic Plan Ad Hoc Committee-Mary and Sarah are working on the new plan to present to the board in August.

New Business

Sarah Mason suggested that we change the director's job description to better reflect that of the director's job description outlined in the Michigan Public Library Trustee Manual. She will draft a new description to present at the next meeting.

Dr. Barringer distributed our new internet use policy which has been amended to include conditions related to copyright and licensing issues. Greg Brown made a motion to accept the internet policy as written. Lauri Reinhardt seconded and the motion passed.

Sarah Mason suggested that we adjust the cost of fax services to be the same for outgoing and incoming. The cost will now be \$1 for first page and .50 for each additional page incoming or outgoing.

Old Business

Mary Gregg has spoken with the church. They will include in future packets for wedding parties information regarding the parking issue on Saturdays.

The meeting adjourned at 6:50 pm

Respectfully submitted
Sarah Mason
Recording Secretary

Schultz-Holmes Memorial Library
Regular Board Meeting Minutes
August 19, 2010

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday August 19, 2010. President Mary Gregg called the meeting to order at 5:03 p.m. The Pledge of Allegiance was given by all attendees.

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

Trustee Greg Brown joined the meeting at 5:13.

Also present: Dr. Bob Barringer, Library Director

Public Comment: None

The July Meeting Minutes were approved unanimously.

Library Director's Report

Dr. Barringer presented his report.

Standing Committees

Art in the Library-the committee will be ordering a display case and rail system this month.

Financial Committee: still investigating grant opportunities-particularly a grant to cover the cost of digitizing *The Advance*.

Safety Committee: Security cameras have been installed, and The MConsole system is installed and running.

75th Anniversary-Rob Holman informed the board that our keynote speaker, Jeffrey Docking, President of Adrian College, is booked for 130. The time for the party is set at 1pm – 4 pm on Saturday March 12th 2011.

Strategic Plan Ad Hoc Committee-Mary and Sarah will have the plan to present to the board in September for review and approval by end of the year.

New Business-none

Old Business

Sarah Mason presented a new job description for the director. Sarah Mason made a motion to accept the amended Article IV to the bylaws of the Schultz Holmes Memorial Library. The, motion passed unanimously.

The board completed Dr. Barringer's evaluation. The completed evaluation will be forwarded to the Village Office.

Lauri and Sarah will work on a new evaluation form for next year.

The meeting adjourned at 6:25.

Respectfully submitted
Sarah Mason
Recording Secretary

Schultz-Holmes Memorial Library
Regular Board Meeting Minutes
September 16, 2010

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday September 16, 2010. 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, Sarah Mason, and Greg Brown.

Trustee Lauri Reinhardt joined the meeting at 5:09.

Also present: Dr. Bob Barringer, Library Director

Jim Wonacott Village Administrator joined the meeting at 5:13. He informed the board that our budget was approved as submitted.

Public Comment: None

The August Meeting Minutes were approved unanimously.

Lauri Reinhardt reported that she removed the flowers from the Schultz Holmes Gravesite for the winter.

Library Director's Report

Dr. Barringer presented his report; he will be attending a New Library Director's workshop.

Standing Committees

Art in the Library-the new display case was delivered and is now in the back hall. Mary Gregg will be speaking to an artist friend about items for display.

Greg Brown left the meeting at 6 pm.

Financial Committee: we received a \$1600 grant from The Michigan Humanities Council.

Safety Committee: Security cameras have been installed, and The MConsole system is installed and running. We do need one additional camera to cover the blind spot in the back hallway. Dr. Barringer will order this and have it installed. Now that the cameras are up and running, we need to draft a policy for their use. Rob Holman and Dr. Barringer will draft the policy.

75th Anniversary-no report.

Strategic Plan Ad Hoc Committee-The working copy of the Strategic Plan was presented to the board. Board members will look over the plan and it will be discussed at the next meeting, with a goal of approval of the final plan in December.

New Business-Mary Gregg stated the need for a committee to draft a new evaluation form for Dr. Barringer's review. The committee will consist of Lauri Reinhardt, Rob Holman and Sarah Mason.

Dr. Barringer also stated that the Internet Policy needs to be reviewed and revised; he and Rob Holman will work on the policy.

Old Business
None

The meeting adjourned at 6:40.

Respectfully submitted
Sarah Mason
Recording Secretary

Schultz-Holmes Memorial Library
Regular Board Meeting Minutes
October 21, 2010

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday October 21, 2010. President Mary Gregg called the meeting to order at 5:00 p.m. The Pledge of Allegiance was given by all attendees.

Trustees present: Greg Brown, Mary Gregg, Vic Hogue, Lauri Reinhardt,
Also present: Dr. Bob Barringer, Library Director,
Greg Brown joined the meeting at 5:24

The September Meeting Minutes were approved unanimously.

Lauri Reinhardt mailed 4 thank you notes.

Treasurer Report: Dr. Barringer report okay

Library Director's Report

Dr. Barringer presented his report.

Standing Committees

Art in the Library- The committee will schedule a meeting to discuss the guidelines.

Financial Committee: still investigating grant opportunities and Estate of Sharon Bell Alexander.

Safety Committee: Security camera policy.

-railing for drive side of new ramp to back parking lot
Dr. Bob and Ryan playing telephone tag

75th Anniversary-no report.

Strategic Plan Ad Hoc Committee-safety concerns

-discussion of what to do we prioritize

New Business

Financials discussion of penal fines

Old Business

Digitized Advance

Policies new and revised(internet, equipment use, security cameras)

The meeting adjourned at 6:32 pm

Respectfully submitted

Greg Brown

Trustee At Large

Schultz-Holmes Memorial Library
Regular Board Meeting Minutes
November 29, 2010

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Monday November 29, 2010. 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, Lauri Reinhardt and, Sarah Mason.
Trustee Vic Hogue joined the meeting at 5:05.
Also present: Dr. Bob Barringer, Library Director

Public Comment: None

The October Meeting Minutes were approved unanimously.

Treasurer's Report

The board discussed the article in the November 17, 2010 issue of The Advance in which Jim Wonacott stated the library budget had a deficit of \$8820.00. The board was unaware of the deficit, and plans to discuss the issue with him at the January meeting. Additionally the board is still awaiting clarification on the issue of \$5000 from the budget. Jim Wonacott will be invited to the January meeting to discuss these issues.

Library Director's Report

Dr. Barringer presented his report.

Strategic Plan

The board voted unanimously to accept the goals outlined in the Strategic Plan of 2010.

The meeting was adjourned at 5:48

New Business

The meeting was called to order at 5:50 for the purpose of electing new officers. New officers are as follows: President Sarah Mason, Vice President Mary Gregg, Treasurer Vic Hogue, Corresponding Secretary Lauri Reinhardt, and Recording Secretary Greg Brown. The board voted unanimously on the new officers. Board also discussed having a library staff member return to the meetings for the purposes of recording the minutes.

The 2011 Calendar of meeting dates and times was presented. Meetings will continue on the third Thursday of each month at 5pm. Greg Brown was the lone dissenting vote regarding the time of the meetings.

The various committees were reviewed and are now as follows:

75th Anniversary Celebration Committee: Lauri, Mary, Greg, Sarah and Bob.
Policy Committee: Sarah, Mary, Greg, Bob.

There will be no meeting in December unless a situation arises that warrants one.

The meeting adjourned at 6:34 pm

Respectfully submitted
Sarah Mason
Recording Secretary