

SCHULTZ-HOLMES MEMORIAL LIBRARY BOARD MEETING MINUTES

January 20, 2011

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, January 20, 2011. President Sarah Mason called the meeting to order at 5:05p.m. The Pledge of Allegiance was recited by the attendees.

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

Also present: Dr. Bob Barringer, Library Director, Michael Sessions, Main Street Program Manager, and Linda Schnabele, Acting Recorder.

Trustees absent: None

Guest Michael Sessions, Blissfield's Main Street Program Manager, gave an overall description of and goals of the Main Street Program. Also made board aware of upcoming events planned to promote downtown businesses. Mr. Sessions wanted it known that he is more than willing to help the Library Board with the upcoming 75th anniversary party.

Recording Secretary's Report: Mary Greg made a **Motion** that the minutes be approved as submitted. The **Motion** was seconded. The **Motion** was approved unanimously.

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. Annual Report appeared in 1/19/2011 edition of *The Blissfield Advance*.

OLD BUSINESS

Coffee Availability: Discussion held regarding having free coffee available for patrons. **Motion** made by Vic Hogue to have Dr. Barringer purchase air pump beverage carafes, coffee, supplies, and serving cart with a cap of \$600 for a 1 month trial. **Motion** seconded. Vote was 2 Yes and 2 No with President Mason casting the deciding vote for yes. To be paid from the Fine Account.

Handrails: Dr. Barringer distributed copies of quote received for handrails for ramp. Quote for \$1600 for one and \$3000 for two. **Motion** made by Vic Hogue to purchase one railing to be paid out of the Rost Fund. The **Motion** was seconded and approved unanimously.

Cleaning: A&M Roofing met with Sarah regarding the mess on the limestone façade. Believes the mess is coming from the birch tree. Will send estimate for power washing.

Past Board Member Present: Was decided the usual \$30 gift certificate from Barnes and Nobles and the purchase of a book of Rob Holman's choice with bookplate inside would be given in honor of Rob's past service on the Library Board.

NEW BUSINESS

New Board Member: A letter of interest was submitted to President Sarah Mason by Josephine Spiegel expressing her willingness to serve on the Library Board. No objections from current members. Sarah will contact Jim Wonacott so Josephine can be sworn in.

Rotary: Dr. Barringer has again been approached to join the local Rotary chapter. He is willing but asks that the Library Board pay for the annual fee and the \$9 a week lunch. **Motion** made by Vic Hogue to have the Library Board pay annual fee and weekly lunch cost. **Motion** was seconded and passed unanimously.

Carpet: Due to tear in carpet located in the children's area of library, the Board will get estimates to replace the carpet in that area as well as an estimate to replace all of the carpet in the main library area.

Policy Committee: Dr. Barringer passed out proposed changes to current Computer and Internet Policy and proposed Security Camera Policy.

Motion was made by Lauri Reinhardt to accept and implement the Security Camera Policy as presented once Dr. Barringer confirms with Chief Kelly how many days need to be kept. **Motion** was seconded and passed unanimously. The Computer and Internet Policy will be tabled until February to give members time to study.

The Policy Committee will consist of Dr. Barringer, Mary, and Greg. Dr. Barringer will come up with a list of what policies still need to be made and a schedule for policy review.

There was no further business.

Motion was made by Vic Hogue to adjourn the meeting. **Motion** was seconded and passed unanimously. President Sarah Mason adjourned the meeting at 6:40 p.m.

Linda Schnabele
Acting Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY BOARD MEETING MINUTES

February 17, 2011

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, February 17, 2011. President Sarah Mason called the meeting to order at 5:05p.m. The Pledge of Allegiance was recited by the attendees.

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

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

Trustees absent: None

Recording Secretary's Report: Mary Greg made a **Motion** that the minutes be approved as submitted. The **Motion** was seconded. The **Motion** was approved unanimously.

Corresponding Secretary's Report: Lauri Reinhardt reported thank you notes were mailed to Dave and Sandy Porter for their donation to the library as well as to Rob Holman for his service on the library board. A gift certificate to Barnes & Noble was also included with Rob's thank you. A third thank you was also sent out this month.

Treasurer's Report: Dr. Barringer presented current financial reports in more detail this month for the benefit of new board member Josephine Spiegel so she can become acquainted with the format.

Library Director's Report: Dr. Barringer presented his report. Lauri Reinhardt will prepare the message from the board for the next newsletter.

OLD BUSINESS

Coffee Availability: Coffee and all things related to serve coffee in the library for trial run have just arrived so we have not yet begun to have coffee available for patrons.

Handrail: Handrail for south ramp has been installed.

Cleaning: A&M Roofing has power-washed the front of the library.

Art Rails: Will be ordered soon due to Rotary donating money to do so.

Computer and Internet Policy: Proposed Computer and Internet Policy will be tabled until March to give members time to study.

NEW BUSINESS

New Board Member: Josephine Spiegel was welcomed by all as the new Library Board Member.

75th Anniversary Committee: Mary has received many cash and prize donations for give-away at the March 12 anniversary party. List will be given to Lauri for thank you notes to be sent. Discussion was held regarding funding of the party. **Motion** made by Lauri to use funds from the Tuttle Fund and Rost Fund respectively to finance the library's 75th Anniversary party not to exceed \$7500. **Motion** was seconded and passed unanimously.

There was no further business.

Motion was made by Greg Brown to adjourn the meeting. **Motion** was seconded and passed unanimously. President Sarah Mason adjourned the meeting at 5:55 p.m.

Linda Schnabele
Acting Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY BOARD MEETING MINUTES

March 17, 2011

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, March 17, 2011. President Sarah Mason called the meeting to order at 5:10 p.m. The Pledge of Allegiance was recited by the attendees.

Trustees present: Mary Gregg, Sarah Mason, Lauri Reinhardt, and Josephine Spiegel.

Also present: Jim Wonacott, Village Administrator, Dr. Bob Barringer, Library Director, and Linda Schnabele, Acting Recorder.

Trustees absent: Greg Brown, Vic Hogue

Recording Secretary's Report: Mary Gregg made a **Motion** that the minutes be approved as submitted. The **Motion** was seconded. The **Motion** was approved unanimously.

Corresponding Secretary's Report: Lauri Reinhardt reported four thank you notes pertaining to the anniversary party had been mailed out. She was given a list of people/businesses needing notes regarding the party and also memorial donations on behalf of Jack Riley.

Treasurer's Report: Dr. Barringer presented current financial reports. Of interest is the approximately \$6600 that was disbursed for the 75th Anniversary Party.

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

OLD BUSINESS

Coffee Availability: Coffee is now available to our patrons as of today.

Cleaning: A&M Roofing has power-washed the front of the library. It was recommended that this be done every two years.

Art Rails: Will be ordered next week.

Policy Committee: Mary Gregg asked that Dr. Barringer arrange times for the Policy Committee to meet. Jim Wonacott made the board aware of the fact that if this is an appointed committee, meeting dates and times will need to be posted.

NEW BUSINESS

Member at Large: Josephine Spiegel will become a member of the Policy Committee.

Carpet Cleaning: Jim and Roberta Novak have volunteered to have the carpet in the auditorium cleaned. Dr. Barringer will get bids and forward them on to the Novaks.

Employee Appreciation Dinner: Discussion held regarding appreciation dinner for staff, board members, and spouses. No date, venue set at this time. **Motion** made by Mary Gregg to have an Employee Appreciation Dinner for staff, board members, and spouses/significant others with a budget not to exceed \$1000 paid from the Rost Account. The **Motion** was seconded. The **Motion** passed unanimously.

There was no further business.

Motion was made by Lauri Reinhardt to adjourn the meeting. **Motion** was seconded and passed unanimously. President Sarah Mason adjourned the meeting at 5:56 p.m.

Linda Schnabele
Acting Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY BOARD MEETING MINUTES

April 21, 2011

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, April 21, 2011. Vice President Mary Gregg called the meeting to order at 5:10 p.m. The Pledge of Allegiance was recited by the attendees.

Trustees present: Greg Brown, Mary Gregg, Vic Hogue, Sarah Mason (5.40 pm), and Lauri Reinhardt.

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

Trustees absent: Josephine Spiegel

There was no public comment.

Recording Secretary's Report: Vic Hogue made a **Motion** that the minutes be approved as submitted. The **Motion** was seconded. The **Motion** was approved unanimously.

Corresponding Secretary's Report: Lauri Reinhardt reported many, many thank you notes pertaining to the anniversary party had been mailed out. She will finish these as well as additional notes for memorial donations on behalf of Jack Riley.

Treasurer's Report: Dr. Barringer presented current financial reports. Made the suggestion that the Treasurer's Report be renamed the Financial Report as the board treasurer does not present this report, the library director does. This suggestion will be discussed at a subsequent meeting. Also of note, Dr. Barringer feels the board may want to consider having a written memo signed by a board member directing the Village Administrator to move "X" number of dollars from Library Board fund accounts to Village fund accounts when the board receives penal fines so there would be no question in the future as to amounts and what accounts will be used.

Library Director's Report: Dr. Barringer presented his report. Of note, he would like board member volunteers to help with setup and book sale. Security cameras are operational and policy is in place. Wanted board to be aware that circulation for March was up and felt was due to library having lots of newspaper coverage and anniversary party.

OLD BUSINESS

Art Rails: Not ordered as of yet but soon.

Policy Committee: Dr. Barringer has designed a schedule so every library policy gets looked at every three years and also has time built in to discuss possible new policies needed. Policy Committee consists of Mary Gregg, Greg Brown, Josephine Spiegel, and Dr. Barringer.

Carpet Cleaning: Received quote to clean the carpet from ServPro. Quoted \$100 to clean just the auditorium, \$260 to clean main library area, and \$325 to clean everything at the same time. Quote will be forwarded to the Novaks. Also, will ask ServPro how much they would charge to clean the chairs in the auditorium.

Employee Appreciation Dinner: This has been set for Friday, May 20, 2011, 6:30 pm at The Hathaway House.

NEW BUSINESS

New Carpet: The library has received a quote from Eric Slusher for new carpet. He quoted \$3231.64 for carpet in the children's area and \$15,854.72 for the entire library. Board will solicit another quote for comparison.

Committee Issue: Mary Gregg wanted to discuss how committees were formed due to comment made by Jim Wonacott at the last board meeting. Was decided that committees were formed by volunteering not by appointment; therefore, committee meeting dates and times do not need to be posted.

Meeting Time Change: Was suggested the time of regular library board meetings be changed due to Sarah not being able to make the present 5:00 pm time. **Motion** was made by Mary Gregg to change the starting time of future Library Board Meetings from 5:00 pm to 5:30 pm. **Motion** was seconded and approved. This time change applies to all future board meetings.

Library Visit: Blissfield second graders will be visiting the library on either May 11th and 13th or May 18th and 20th.

There was no further business.

Motion was made by Greg Brown to adjourn the meeting. **Motion** was seconded and passed unanimously. President Sarah Mason adjourned the meeting at 6:10 p.m.

Linda Schnabele
Acting Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
May 19, 2011

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, May 19, 2011. Vice President Mary Gregg called the meeting to order at 5:32 p.m. The Pledge of Allegiance was recited by the attendees.

Trustees present: Greg Brown, Mary Gregg, Sarah Mason (5.40 pm – resumed charring meeting), Lauri Reinhardt, and Josephine Spiegel.

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

Trustees absent: 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.

Corresponding Secretary's Report: Lauri Reinhardt ordered flowers for the cemetery and presented bill. Thank you notes have been written for The Robertson Programs, Jack Riley donations, Louise Neuman donations, and summer reading donations.

Treasurer's Report: Dr. Barringer presented current financial reports. Things seem to be going well. After seven months, budget is at 59%. Noted that donations in response to summer reading solicitation letter are up significantly from this time in previous years. Dr. Barringer attributes this to the library being in the newspaper multiple times as well as the 75th anniversary party and coverage.

Library Director's Report: Dr. Barringer presented his report. Auditorium carpet has been cleaned by ServPro. The total charge was \$150, which included cleaning 75 chairs. Dr. Barringer is happy with the results. The \$100 invoice for cleaning the carpet will be forwarded to the Novaks. Book sale brought in much less money than normal. We did not have as many books in the sale this year. In the process now of trying to find someone to take the remaining books. Dr. Barringer took CPR training through Rotary. Would like to have all staff members trained in CPR as well. Also would like to look into getting a sponsor for an AED (Automated External Defibrillator) unit to have in the library.

OLD BUSINESS

Art Rails: Not ordered as of yet but soon.

Employee Appreciation Dinner: This has been set for Friday, May 20, 2011, 6:30 pm at The Main Street Stable and Tavern.

Bid for Carpet Replacement: Carpet One of Adrian will be submitting a bid. Will wait to approach Lowe's for a bid until Carpet One's bid has come in and is compared to the one already received from Eric Slusher.

Second Grade Library Visit: The Blissfield Elementary second graders have visited the library. This year's visit went better due to being more organized. The last second grade class to tour this Friday, May 20, 2011.

VoPoRevCom: The Volunteer Policy Review Committee has met and will be reviewing/recommending policies as per a schedule.

NEW BUSINESS

Financial Policy: Discussion was held regarding the financial mishap with The Village. Greg Brown made a **Motion** to adopt the Library Savings and Investments Accounts Management Policy as reviewed by the VoPoRevCom and presented to the board. The **Motion** was seconded. The **Motion** was approved unanimously.

There was no further business.

Motion was made by Lauri Reinhardt to adjourn the meeting. **Motion** was seconded and passed unanimously. President Sarah Mason adjourned the meeting at 6:27 p.m.

Linda Schnabele
Acting Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
June 16, 2011

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, June 16, 2011. Vice President Mary Gregg called the meeting to order at 5:32 p.m. The Pledge of Allegiance was recited by the attendees.

Trustees present: Greg Brown, Mary Gregg, Vic Hogue, Sarah Mason (5.50 pm – resumed chairing meeting), Lauri Reinhardt, and Josephine Spiegel.

Also present: Dr. Bob Barringer, Library Director, James Wonacott, Village Administrator, and Linda Schnabele, Acting Recorder.

Trustees absent: None

There was no public comment.

Recording Secretary's Report: Vic Hogue made a **Motion** that the minutes be approved as submitted. The **Motion** was seconded. The **Motion** was approved unanimously.

Corresponding Secretary's Report: Lauri Reinhardt placed flowers at the cemetery honoring the Schultz and Holmes families. No thank you notes were written this month but received names/addresses of contributors to Summer Reading program that will need notes.

Treasurer's Report: Dr. Barringer presented current financial reports. Things seem to be going well. Budget is at 66% and is on track. Budget discussion will begin in July. Jim Wonacott advised keeping budget status quo. No further discussion/questions.

Library Director's Report: Dr. Barringer presented his report. Discussed possible critter problem. Dr. Barringer is having the north wall sprayed for ants. Art Liewert of the Bliss-Liewert Senior Center approached Dr. Barringer about a possible partnership/joint program bringing John Dodson and the Adrian Symphony Orchestra to Blissfield possibly utilizing the library's auditorium. Discussion was held. Dr. Barringer to suggest to Mr. Liewert that he approach a Blissfield organization/individual to underwrite the cost of the auditorium and then the senior center can charge/not charge as they see fit. Rental is allowed due to the fact Bliss-Liewert Senior Center is a non-profit organization.

OLD BUSINESS

Art Rails: Rails have been ordered and have shipped.

Bid for Carpet Replacement: Two bids have been received. Discussion was held. Board was informed that due to the potential dollar amount of the bid, the bid must be advertised. Action will be tabled at this time due to the fact that winter would be a better time for the library to handle this huge undertaking.

NEW BUSINESS

Policies and Policy Committee: Policy Committee to meet in July to approve/tweak the policy schedule and to add any new policies, such as a Customer Service policy, the committee feels the library should adopt and add them to the schedule as well.

1. **Privacy and Confidentiality Policy.** Discussion was held. **Motion** made by Greg Brown to accept this policy as presented and written. The **Motion** was seconded. The **Motion** was approved unanimously.
2. **Freedom of Information Act.** Discussion was held. **Motion** made by Greg Brown to accept this policy as presented and written. The **Motion** was seconded. The **Motion** was approved unanimously.
3. **Computer and internet Policy:** Discussion was held. **Motion** made by Greg Brown to accept this policy as presented and written. The **Motion** was seconded. The **Motion** was approved unanimously.

The library board presented Dr. Barringer with a thank you for his work on the library's 75th anniversary party.

Next meeting scheduled for July 21, 2011, at 4:30 pm.

There was no further business.

Motion was made by Mary Gregg to adjourn the meeting. **Motion** was seconded and passed unanimously. President Sarah Mason adjourned the meeting at 6:32 pm

Linda Schnabele
Acting Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
July 21, 2011

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, July 21, 2011. Vice President Mary Gregg called the meeting to order at 5:30 p.m. The Pledge of Allegiance was recited by the attendees.

Trustees present: Greg Brown, Mary Gregg, Vic Hogue, Sarah Mason (5:53 pm – resumed chairing meeting), Lauri Reinhardt, and Josephine Spiegel.

Also present: Dr. Bob Barringer, Library Director, James Wonacott, Village Administrator, and Linda Schnabele, Acting Recorder.

Trustees absent: None

There was no public comment.

Recording Secretary's Report: Mary Gregg brought to Acting Recorder's attention an error in the June 2011 minutes. Time of July 2011 meeting will be corrected from 4:30 pm to 5:30 pm. Vic Hogue made a **Motion** that the minutes be approved as corrected. The **Motion** was seconded. The **Motion** was approved unanimously.

Corresponding Secretary's Report: No action taken due to the fact stationery needed to be ordered. Correspondence will resume once she has received the stationery.

Treasurer's Report: Dr. Barringer presented current financial reports. Things seem to be going well and on track overall. No further discussion/questions.

Library Director's Report: Dr. Barringer presented his report. Main emphasis for library is Summer Reading at this time. All programs going well so far. No further discussion/questions.

OLD BUSINESS

Art Rails: The art rails have arrived and are awaiting DPW to have time to install.

Bid for Carpet Replacement: Requests for bids for carpet replacement will be sent out this coming fall due to the fact this will be a winter project should the board decide to proceed.

NEW BUSINESS

2011-2012 Budget: Dr. Barringer presented to the board the budget for the coming fiscal year. The new budget is basically same as previous year with minor changes in revenue accounts. Jim Wonacott mentioned that he will be making minor adjustments to utilities budgeted. Discussion was held. **Motion** made by Mary Gregg to adopt the 2011-2012 Budget as presented and corrected. **Motion** was seconded by Vic Hogue. Roll call vote was taken by Acting Recorder and the results are as follows:

Greg Brown	Aye
Lauri Reinhardt	Aye
Vic Hogue	Aye
Mary Gregg	Aye
Josephine Spiegel	Aye
Sarah Mason	Aye

Motion passed unanimously. Jim Wonacott voiced a disclaimer stating that the Village general fund is seeing a slight decline and depending on the outcome of current legislation there may be reductions made later in the year across the board including the library. He does not foresee a problem but wanted the board to be aware that changes could be made later on.

Policies and Policy Committee: Policy Committee met and reviewed three policies. The committee will have recommendations regarding these three policies available at the next board meeting.

Library Director Yearly Evaluation: The evaluation form currently used for yearly evaluation of the Library Director will be revamped to be more relevant to our library/library director. New form will be emailed to all library board members for their review and discussed at the next meeting.

Patron Concerns: It has recently been brought to Dr. Barringer's attention that the railing for the ramp west of the building may need to be repainted and a hole in the driveway needs to be filled in. Dr. Barringer will contact the DPW regarding whether or not they can help with the repairs.

Next meeting scheduled for August 18, 2011, at 5:30 pm.

There was no further business.

Motion was made by Greg Brown to adjourn the meeting. **Motion** was seconded and passed unanimously. President Sarah Mason adjourned the meeting at 6:15pm.

Linda Schnabele
Acting Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
August 18, 2011

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, August 18, 2011. Vice President Mary Gregg called the meeting to order at 5:33 p.m. The Pledge of Allegiance was recited by the attendees.

Trustees present: Greg Brown, Mary Gregg, Lauri Reinhardt, and Josephine Spiegel.

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

Trustees absent: Vic Hogue, Sarah Mason

There was no public comment.

Recording Secretary's Report: Greg Brown made a **Motion** to approve the minutes as submitted. The **Motion** was seconded. The **Motion** was approved unanimously.

Corresponding Secretary's Report: Lauri Reinhardt reported writing out many thank you notes this past month regarding summer reading, Louise Neuman contributions and Riley contribution.

Treasurer's Report: Dr. Barringer presented current financial reports. Things seem to be going well and on track overall. Pointed out to board that the benefits section of the budget will be over budget due to the fact there was an additional pay period this year and this was not accounted for by the Village Administrator. Received check for penal fines. Total was down 10% from last year. No further discussion/questions.

Library Director's Report: Dr. Barringer presented his report. Lauri Reinhardt volunteered to write article for upcoming newsletter. Discussed appointing a current Library Board member to become part of the Woodland's Cooperative governing board. This would require attending a meeting in Albion every other month. This is a three year commitment. **Motion** made by Greg Brown to appoint Mary Gregg as our representative on the Woodland's Cooperative governing board. **Motion** was seconded. **Motion** was approved unanimously. Discussed furniture/computers/databases that were purchased/funded through grants.

OLD BUSINESS

Art Rails: New art rails have been partially installed by DPW.

NEW BUSINESS

Digitalizing The Advance: Dr. Barringer learned of a library that contracted through Xerox to have the home town newspaper digitalized and indexed for far less of an expense than Dr. Barringer had seen before. Dr. Barringer will research this further and report back to the board.

Policies: Board members present reviewed the updated Library Card Policy **Motion** made by Greg Brown to adopt the new Library Card Policy as presented by the Policies Committee. **Motion** was seconded. **Motion** passed unanimously. It was recommended by the Policies Committee to remove the Staffing Policy Procedure from the Policy Notebook. **Motion** was made by Josephine Spiegel to remove from the library Policy Notebook the Staffing Policy Procedure. **Motion** was seconded. **Motion** was approved unanimously. The Policies Committee is asking for feedback from the board regarding the Customer Service Policy to be discussed at a future meeting. Lauri and Sarah will meet/email to finalize Library Director evaluation form.

Change of Library Board Meeting Day: Due to appointment of Mary Gregg to Woodland's Cooperative governing board that meets on the same day as Schultz-Holmes Library Board, a **Motion** was made by Greg Brown to permanently move the regular meeting day of the Schultz-Holmes Memorial Library Board to the first Thursday of the month at 5:30 pm beginning in October 2011 provided members not present at tonight's meeting agree to accommodate appointment of Mary Gregg as Schultz-Holmes Memorial Library Board's representative on Woodland's Cooperative governing board. **Motion** seconded. **Motion** passed unanimously.

Next meeting scheduled for September 15, 2011, at 5:30 pm.

There was no further business.

Motion was made by Greg Brown to adjourn the meeting. **Motion** was seconded and passed unanimously. Vice-President Mary Gregg adjourned the meeting at 6:40 pm.

Linda Schnabele
Acting Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
September 15, 2011

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, September 15, 2011. President Sarah Mason called the meeting to order at 5:42 p.m. The Pledge of Allegiance was recited by the attendees.

Trustees present: Vic Hogue, Sarah Mason, Lauri Reinhardt, and Josephine Spiegel.

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

Trustees absent: Greg Brown, Mary Gregg

There was no public comment.

Recording Secretary's Report: Lauri Reinhardt made a **Motion** to approve the minutes as submitted. The **Motion** was seconded. The **Motion** was approved unanimously.

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

Treasurer's Report: Dr. Barringer presented current financial reports. Discussion held regarding end of year totals and new year's budget. No further discussion/questions.

Library Director's Report: Dr. Barringer presented his report. Board directed Dr. Barringer to continue pursuing the possibility of digitizing The Advance. There is some interest by another library to purchase the older of the two microfilm readers.

OLD BUSINESS

Carpet Bids: Dr. Barringer is starting to gather information needed to place the replacement of the carpet out for bids. He will have something for the board at the November meeting.

NEW BUSINESS

Library Director Annual Evaluation: New evaluation forms were submitted to each board member for their input. They will get their completed forms back to Sarah to be compiled into one review.

New Custodian: Kenneth Coopshaw was hired this past week to take the place of the outgoing custodian.

Policies and Policy Committee: The Policy Committee did not meet this month.

Next meeting scheduled for October 6, 2011, at 5:30 pm.

There was no further business.

Motion was made by Josephine Spiegel to adjourn the meeting. **Motion** was seconded and passed unanimously. President Sarah Mason adjourned the meeting at 6:50 pm.

Linda Schnabele
Acting Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
October 6, 2011

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, October 6, 2011. President Sarah Mason called the meeting to order at 5:32 p.m. The Pledge of Allegiance was recited by the attendees.

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

Also present: Mrs. Joe DeMarco (just for beginning of meeting), Dr. Bob Barringer, Library Director; Linda Schnabele, Acting Recorder.

Trustees absent: None

Public Comment: Mrs. Joe DeMarco, representing The Bridge Church, requested that the Board allow them to rent the auditorium on a rolling three month basis. The Board agreed to this. She was made aware of the fact that the Board was contemplating raising the rental fees as of 1/1/2012. Mrs. DeMarco let the Board know that if The Bridge Church was given a couple of weeks notice of another party needing the auditorium on a Sunday, they may be able to make other arrangements for that particular day or vacate the building earlier and would help with the cleanup. Mrs. DeMarco thanked the Board for allowing them to rent on the rolling basis.

Recording Secretary's Report: Greg Brown made a **Motion** to approve the minutes as submitted. The **Motion** was seconded. The **Motion** was approved unanimously.

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

Treasurer's Report: Dr. Barringer presented current financial reports. Discussion held regarding end of year shortages, which were expected and explained at last month's meeting. No further discussion/questions.

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

- Dr. Barringer spoke with Marcia Loader of The Advance regarding wanting to digitize The Advance. She agreed as long as the information was contained on one computer/hard drive with no access to the internet. Dr. Barringer was directed to place ads in The Advance and The Daily Telegram asking for Request For Bids to digitize The Advance. The ad is to be charged to the Rost Fund.
- Announced there will be a Fall Book/Furniture Sale at the library taking place on 11/12/2011 from 11am to 4 pm. Asked for Board members to volunteer to price furniture and help with setup/sale. Was suggested that pictures of the furniture and prices be posted on Facebook. National Gaming Day will also be taking place in the library the same day.

OLD BUSINESS

Carpet Bids: Replacement of carpet may depend on what eventually happens with the sewer situation. Dr. Barringer directed to place ads in The Advance and The Daily Telegram for Requests For Bids for carpet replacement. The ad is to specify that the actual replacement would not happen until January or February 2012. The ads are to be charged to the Rost Fund.

NEW BUSINESS

Sewer Situation: Discussion was held regarding total replacement versus sleeve. Bids not needed due to the fact it is an emergency situation. Board decided they wanted to go ahead with formal bids. Will specify bids to be back within two weeks and are to be sealed. Dr. Barringer directed to place ads in The Advance and The Daily Telegram for Request For Proposal for the sewer work. Ads are to be charged to the Rost Fund.

Woodlands Cooperative: Mary talked about her first visit/meeting of Woodlands Governing Board in Albion. Her actual first meeting will be in November. Jim Siedl, director of Woodlands Cooperative, will be visiting our library to meet with Mary and Dr. Barringer on October 18, 2011.

Library Director Annual Evaluation: Tabled until November meeting.

Policies and Policy Committee: The Volunteer Policy Review Committee met just prior to this meeting. Discussed changes to Auditorium Rental Agreement and Customer Service Policy. Committee recommendations regarding Auditorium Rental Agreement are to increase rental fee to \$75 for residents and \$100 for non-residents, increase additional hours fee to \$10 per hour or part of an hour, rentals can go as late as 11pm, if cancelling within 24 hours of making rental full refund,

cancelling between 25 hours of making rental and 48 hours prior to rental time full refund less \$25, cancelling less than 48 hours of rental time forfeit of total rental amount. All new recommendations are to be effective January 1, 2012. A **Motion** to accept the new recommended changes/additions to the Auditorium Rental Agreement as proposed by the VoPoRevCom to be effective January 1, 2012 was made by Greg Brown. The **Motion** was seconded. The **Motion** was approved unanimously.

The Customer Service Policy was discussed. A **Motion** to adopt the Customer Service Policy as presented by the VoPoRevCom and with addendums made by Josephine Spiegel was made by Greg Brown. The **Motion** was seconded. The **Motion** was approved unanimously.

Next meeting scheduled for November 3, 2011, at 5:30 pm.

There was no further business.

Motion was made by Lauri Reinhardt to adjourn the meeting. **Motion** was seconded and passed unanimously. President Sarah Mason adjourned the meeting at 6:57 pm.

Linda Schnabele
Acting Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
November 3, 2011

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, November 3, 2011. President Sarah Mason called the meeting to order at 5:30 p.m. The Pledge of Allegiance was recited by the attendees.

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

Also present: Mr. Kevin Shoemaker, Shoemaker Heating & Plumbing; Dr. Bob Barringer, Library Director; Linda Schnabele, Acting Recorder.

Trustees absent: None

Public Comment: Mr. Kevin Shoemaker of Shoemaker Heating & Plumbing presented to the Board a quote for cleaning out all accessible drains all the way to the street by jetting and also to perform a smoke test to detect any leaks. Quote was for \$2760 plus an additional \$525 should the board wish to have a copy of the video of work performed. If after jetting process it is determined that repairs need to be made, an additional proposal will be submitted by Shoemaker Heating & Plumbing. Mr. Shoemaker left meeting after taking questions from board members.

Recording Secretary's Report: Mary Greg made a **Motion** to approve the minutes as submitted. The **Motion** was seconded. The **Motion** was approved unanimously.

Corresponding Secretary's Report: Lauri Reinhardt reported that there was no correspondence to handle this past month. She also stated that the flowers were removed from the cemetery at the appropriate time.

Treasurer's Report: Dr. Barringer presented end of year financial reports. No further discussion/questions.

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

- Dr. Barringer asked for board volunteers to help with Fall Book Sale to be held on Saturday, November 12, 2011.

OLD BUSINESS

Carpet Bids: Discussion held regarding bid received from Eric Slusher Flooring to replace all carpet in the library. Mr. Slusher stated in his bid that he feels the library would possibly need to be closed for approximately two weeks. Suggested work could be done December 26, 2011, through January 9, 2012. Board decided to pay staff members for normal hours they would have been scheduled if the library does need to be closed. A **Motion** was made by Greg Brown to accept the bid submitted by Eric Slusher Flooring to replace all carpet in the library. Total cost including extra staff hours and asbestos abatement not to exceed \$30,000 to be paid out of the Alexander Fund monies. The **Motion** was seconded. The **Motion** passed unanimously.

Plumbing Bids: Discussion held regarding proposal received from Shoemaker Heating & Plumbing to clean out all accessible drains all the way to the street by jetting and also to perform a smoke test to detect any leaks. A **Motion** was made by Vic Hogue to accept the proposal from Shoemaker Heating & Plumbing as presented including the purchase of the video of work performed to be paid out of the Fine Account. The **Motion** was seconded. The **Motion** passed unanimously.

Digitization Bids: Discussion held regarding bid received from Michigan Office Solutions to digitize *The Blissfield Advance*. A **Motion** was made by Greg Brown to accept the bid as submitted by Michigan Office Solutions to digitize *The Blissfield Advance* including any enhancements needed. Total cost not to exceed \$5000 to be paid out of the Rost Fund monies. The **Motion** was seconded. The **Motion** passed unanimously.

Library Director Annual Evaluation: Sara presented to the Board copies of Dr. Barringer's finished compiled review. Discussion was held. The Board thanked Sarah and Lauri for their work revising the evaluation form.

Election of Officers: Discussion held regarding changing/keeping presently assigned board offices. Lauri Reinhardt expressed her desire to no longer be the Corresponding Secretary. A **Motion** was made by Vic Hogue for all board members to retain their present office with the exception of Josephine Spiegel who will become the Corresponding Secretary and Lauri Reinhardt who will become the Member at Large. The **Motion** was seconded. The **Motion** passed unanimously.

Motion was made by Lauri Reinhardt to adjourn the meeting. The **Motion** was seconded and passed unanimously. President Sarah Mason adjourned the meeting at 6:32 pm.

President Sarah Mason reconvened the meeting at 6:35 pm under the new board.

NEW BUSINESS

2012 Meeting Dates: Discussion held regarding meeting day and time for upcoming year. The Board will continue meeting the first Thursday of the month at 5:30 pm. The 2012 meeting dates are as follows:

January 5, 2012	July 5, 2012
February 2, 2012	August 2, 2012
March 1, 2012	September 6, 2012
April 5, 2012	October 4, 2012
May 3, 2012	November 1, 2012
June 7, 2012	December 6, 2012

The Big Read: This is a grant that was applied for last year, which was a very long process, that we were turned down for. Discussion held regarding re-applying this year. It was decided to apply for again this year with more board members volunteering to help with the process.

Policies and Policy Committee: The Volunteer Policy Review Committee met just prior to this meeting. Job descriptions were discussed. The Committee will have more information for the Board at the December meeting.

Next meeting scheduled for December 1, 2011, at 5:30 pm.

There was no further business.

Motion was made by Greg Brown to adjourn the meeting. **Motion** was seconded and passed unanimously. President Sarah Mason adjourned the meeting at 6:50 pm.

Linda Schnabele
Acting Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
December 7, 2011

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Wednesday, December 7, 2011. President Sarah Mason called the meeting to order at 5:52 p.m. The Pledge of Allegiance was recited by the attendees.

Trustees present: Greg Brown, Sarah Mason, Lauri Reinhardt, and Josephine Spiegel.

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

Trustees absent: Vic Hogue, Mary Gregg

There was no public comment.

Recording Secretary's Report: Lauri Reinhardt made a **Motion** to approve the minutes as submitted. The **Motion** was seconded. The **Motion** was approved unanimously.

Corresponding Secretary's Report: Josephine Spiegel reported that there was no correspondence to handle this past month.

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

Library Director's Report: Dr. Barringer presented his report. Of particular note was the issue of rain/snow getting into the book drop. Discussion was held. Dr. Barringer also verbally presented the 2012 calendar to the Board. Greg Brown made a **Motion** to accept the 2012 Calendar as verbally presented by Dr. Barringer. The **Motion** was seconded. The **Motion** was approved unanimously. Dr. Barringer will email the 2012 calendar to board members.

OLD BUSINESS

Carpet: Dr. Barringer will touch base with Eric Slusher regarding time line for carpet replacement and to give him keys. He is also talking to a rep from a company about renting book carts to store the books that need to be moved off of shelves. Will be higher than buying boxes and doing it ourselves but well within the budget approved for the carpet job. Dr. Barringer will keep the Board

informed as to what decision was made. Greg Brown made a **Motion** to give Sarah Mason and Mary Greg the Board's authority to make emergency decisions regarding any library issues that should arise in the absence of Dr. Barringer from December 27, 2011, through January 1, 2012. The **Motion** was seconded. The **Motion** was approved unanimously.

Plumbing: Kevin Shoemaker hopes to have the plumbing fixed before Christmas.

The Big Read: Tabled until the January meeting.

The Advance Digitization: Would like to have a press release go out to inform the public once the job has been completed.

NEW BUSINESS

District Library: Dr. Barringer attended an informative meeting hosted by Adrian Public Library discussing the possibility of forming a district library and identifying interested libraries. Discussion was held regarding advantages/disadvantages to Schultz-Holmes Library. Dr. Barringer was encouraged to discuss the topic with a Library Law Attorney and to report to the Board in January. As of now the Board has no interest in joining with Adrian Public or the County Library to form a district library.

Policies and Policy Committee: The Policy Committee did not meet this month.

Next meeting scheduled for January 5, 2012, at 5:30 pm.

There was no further business.

Motion was made by Lauri Reinhardt to adjourn the meeting. **Motion** was seconded and passed unanimously. President Sarah Mason adjourned the meeting at 7:00 pm.

Linda Schnabele
Acting Recorder