

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES
January 5, 2012

A regular meeting of the Schultz-Holmes Memorial Library Board was held in the Library Auditorium on Thursday, January 5, 2012. President Sarah Mason called the meeting to order at 5:34 p.m. The Pledge of Allegiance was recited by the attendees.

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

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

Trustees absent: Greg Brown

Public Comment: There was no public comment.

Recording Secretary's Report: Vic Hogue 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 treasurer's report. Discussion was held. No further questions.

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

- Due to problem of rain getting into the book drop and ruining content, would like to investigate having book drop moved. Jo will contact Village office and/or insurance company to see if there are policies in place prohibiting the book drop from being moved back to spot where it can empty into the building.
- Pointed out Overdrive circulation was up in December.

OLD BUSINESS

Carpet: Carpet is pretty much on schedule for library being able to open on 1/9/2012. Project should come in under what was budgeted due to not having asbestos issues.

Plumbing: Plumbing problem fixed. Carpet/wall repair still needs to be finished.

Digitization: Material will go out hopefully next week. Was told the digitized version should be back by mid February.

NEW BUSINESS

Open Position: Dr. Barringer will have ad in *The Advance* regarding open clerk position in next week's edition. Hope to have person hired soon after.

Library Collection: Dr. Barringer presented to board a request for additional monies to help with getting collection up to where a library our size should be, especially CDA and DVD area. **Motion** made by Mary Gregg to allocate an extra \$5000 from Library reserves towards collection purchases. The extra amount will be reevaluated every year. **Motion** was seconded. Roll call vote taken:

Aye – Mary Gregg, Jo Spiegel, Vic Hogue, Lauri Reinhardt, Sarah Mason
Nay – None

Motion passed unanimously.

School Collaboration: Dr. Barringer let board know of his desire/plans to meet with Blissfield Community School Superintendent Scott Moellenberndt to discuss how the library and schools can work together.

Painting: Dr. Barringer expressed desire to have the inside of the library repainted. Has already spoken to the custodian and he has agreed to take the extra work on at night so there will not have to be any closure time of the library.

Newsletter: Dr. Barringer working on next library newsletter. This newsletter will include the annual report and state the major goals of the library.

Area Township Meetings: Various board members and Dr. Barringer will begin going to area township board meetings to present to them personally the annual report and make them aware of the proposed library district issue started by Adrian Public Library.

Library Law Lawyer: Dr. Barringer presented to board a letter from Richard W. Butler, Jr., Esquire, who is a library law attorney with the firm Law Weathers of Grand Rapids, Michigan, stating his rates to represent Schultz-Holmes Library when needed. **Motion** was made to accept the terms of the letter submitted by Richard W. Butler, Jr., Esquire, of the Law Weathers law firm. **Motion** was seconded. Roll Call Vote taken:

Aye – Mary Gregg, Jo Spiegel, Vic Hogue, Lauri Reinhardt, Sarah Mason
Nay – None

Motion passed unanimously.

Policies and Policy Committee: No meeting or action taken by this committee.

Next meeting scheduled for February 2, 2012, at 5:30 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 6:58 pm.

Linda Schnabele
Acting Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES

February 2, 2012

A regular board meeting was called to order by the Vice-President, Mary Gregg, on February 2, 2012, in the library auditorium at 5:30 p.m.

Trustees present: Mary Gregg, Lauri Reinhardt, Josephine Spiegel, Vic Hogue, and Greg Brown. Sarah Mason, Board President, joined the meeting at this time.

The minutes of the January 5, 2012 meeting were approved as presented.

A **Motion** by Trustee Spiegel and seconded by Trustee Gregg and unanimously approved by the board to donate one library auditorium rental, following all normal stipulations, with an expiration date of one year, to the Blissfield Rotary Auction.

A **Motion** made by Trustee Reinhardt and seconded by Trustee Spiegel and unanimously approved by the board to make \$1,000.00 available from the Fine Account to allow Dr. Bob Barringer to attend the Rural Library Conference.

A **Motion** by Trustee Gregg and seconded by Trustee Reinhardt and unanimously approved by the board to adjourn the meeting at 6:37 p.m.

Susan Harmes
Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES

Thursday, March 1, 2012

A regular library board meeting was called to order at 5:30 p.m. in the library auditorium by the Vice-President, Mary Gregg.

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

The minutes of the February 2, 2012, library board meeting were approved as written.

A **Motion** by Trustee Brown and seconded by Trustee Reinhardt to try to find a relative of the donor of the Grandmother clock; if this is not possible, then the clock will be sold at a book sale. The motion was passed unanimously by the board.

A **Motion** by Trustee Hogue to add a second phone line to the existing phone system was seconded by Trustee Reinhardt. The motion was passed unanimously by the board.

Library board President Sarah Mason arrived at 5:45 p.m. She then presided over the meeting.

A **Motion** by Trustee Brown to allocate \$1,700.00, taken from reserves, for Dr. Bob Barringer, Library Director, to renovate or modify the existing book drop to an inside book drop was seconded by Trustee Gregg. The motion passed by a unanimous vote of the board.

A **Motion** by Trustee Brown and seconded by Trustee Hogue and unanimously approved by the Board to adjourn the meeting. President Mason adjourned the meeting at 6:10 p.m.

Susan Harmes
Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY
BOARD MEETING MINUTES

April 5, 2012

A regular library board meeting was called to order on Thursday, April 05, 2012, at 5:30 p.m. in the library auditorium by the President, Sarah Mason.

Trustees present: Sarah Mason, Mary Gregg, Lauri Reinhardt, Josephine Spiegel and Greg Brown.
Trustees absent: Vic Hogue. Also in attendance: Dr. Bob Barringer, Library Director and Susan Harmes, Assistant Library Director and Recorder.

A **Motion** by Trustee Spiegel to approve the minutes as presented of the March 1, 2012, meeting was seconded by Trustee Gregg. The motion was approved unanimously by the Board.

Village Administrator Jim Wonacott joined the meeting at 5:40 p.m.

Agenda items were discussed by the Board members.

A **Motion** by Trustee Reinhardt and seconded by Trustee Gregg to adjourn the meeting was unanimously approved by the Board. President Mason adjourned the meeting at 6:10 p.m.

Susan Harmes
Recorder

SCHULTZ-HOLMES MEMORIAL LIBRARY

Board Meeting

May 3, 2012

A regular library board meeting was called to order on Thursday, May 3, 2012, at 5:30 p.m. in the library auditorium by the Vice-President, Mary Gregg.

Trustees present: Mary Gregg, Vic Hogue, Josephine Spiegel, Lauri Reinhardt, and Greg Brown. Trustees absent: Sarah Mason. Also in attendance: Susan Harmes, Assistant Library Director and Recorder.

A **Motion** by Trustee Hogue to approve the minutes as presented of the April 5, 2012, meeting was seconded by Trustee Spiegel. The motion was approved unanimously by the Board.

President Sarah Mason joined the meeting at 5:40 p.m. and chaired the meeting from that point forward. Trustee Brown left the meeting at 5:47 p.m.

District 7 County Commissioner and Chair of the Board of Lenawee County Commissioners, John Tuckerman, arrived at the meeting at 5:55 p.m. He spoke to the library board trustees regarding the formation of a Lenawee County/Adrian Public District Library. He left the meeting at 6:15 p.m.

A **Motion** was made by Trustee Hogue and seconded by Trustee Gregg to accept the Volunteer Policy as presented. The motion passed by a unanimous vote.

A **Motion** was made by Trustee Reinhardt and seconded by Trustee Gregg to accept the Patron and Renter Use of Library Equipment and Supplies Policy as written. The motion passed by a unanimous vote.

A **Motion** by Trustee Reinhardt and seconded by Trustee Gregg to adjourn the meeting was unanimously approved by the Board. President Mason adjourned the meeting at 6:25 p.m.

Susan Harmes
Recorder

Schultz Holmes Memorial Library
Board Meeting

June 7, 2012

A regular library board meeting was called to order on Thursday, June 07, 2012, at 5:30 p.m. in the library auditorium by the Vice-President, Mary Gregg.

Trustees present: Mary Gregg, Lauri Reinhardt, Vic Hogue and Josephine Spiegel.
Trustees absent: Sarah Mason and Greg Brown. Also in attendance: Dr. Bob Barringer, Library Director, Susan Harmes, Assistant Library Director, and Jim Wonacott, Village Administrator.

A **Motion** by Trustee Hogue to approve the minutes as presented of the May 3, 2012, meeting was seconded by Trustee Spiegel. The motion was approved by a unanimous vote of the Board.

Trustee Greg Brown arrived at the meeting at 5:40 p.m.

A **Motion** by Trustee Brown to spend \$700.00 out of the State Aid balance for a 3rd day per week delivery of MeL (Michigan eLibrary) items was seconded by Trustee Reinhardt. The motion was passed by a unanimous vote of the Board.

Board President Sarah Mason joined the meeting at 5:45 p.m. and chaired the meeting from that point forward.

A presentation was given by Matt Perkins, Sr. Account Executive at TC3Net.

Dr. Barringer and Trustee Gregg left the meeting at 6:15 p.m.

A **Motion** by Trustee Reinhardt and seconded by Trustee Spiegel to adjourn the meeting was unanimously approved by the Board. President Mason adjourned the meeting at 6:40 p.m.

Susan Harmes
Recorder

Schultz-Holmes Memorial Library
Board Meeting
August 2, 2012

A regular library board meeting was called to order on Thursday, August 02, 2012, at 5:30 p.m. in the library auditorium by the Vice-President, Mary Gregg.

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

Also in attendance: Dr. Bob Barringer, Library Director and Susan Harmes, Assistant Library Director.

A **Motion** by Trustee Brown to approve the June meeting minutes as presented was seconded by Trustee Spiegel. The motion passed.

President Sarah Mason joined the meeting at 5:50 p.m. and chaired the meeting from that point forward.

A **Motion** was made by Trustee Hogue to approve the rewritten Policy for Library Cards, the Statement of Mission and Purpose, and the Accident Reporting Policy and Procedures. The Motion was seconded by Trustee Reinhardt and approved by a unanimous vote of the Board.

A **Motion** by Trustee Hogue to approve the proposed 2012-2013 budget as presented. The motion was seconded by Trustee Brown and was passed by a unanimous vote of the Board.

A **Motion** was made by Trustee Reinhardt and seconded by Trustee Gregg to amend the Auditorium Rental Policy to reflect a \$25.00 lock-out fee. The motion passed by a unanimous vote of the Board.

Trustee Brown made a **Motion** for adjournment of the meeting and it was seconded by Trustee Gregg. The motion passed. President Mason adjourned the meeting at 6:40 p.m.

Susan Harmes
Recorder

Schultz-Holmes Memorial Library

Board Meeting

September 6, 2012

A regular library board meeting was called to order on Thursday, September 06, 2012, at 5:30 p.m. in the library auditorium by the Vice-President, Mary Gregg.

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

Trustees absent: Sarah Mason.

Also in attendance: Dr. Bob Barringer, Library Director

A Motion by Trustee Hogue to approve the August meeting minutes as presented was seconded. The motion passed.

A Motion was made by Trustee Brown to approve the rewritten Policy for non-resident Library Cards as presented, The Motion was seconded, approved by a unanimous vote of the Board.

Trustee Reinhardt made a Motion for adjournment of the meeting and it was seconded. The motion passed. Vice -President Gregg adjourned the meeting at 6:15 p.m.

Greg Brown

Recording Secretary

Schultz-Holmes Memorial Library
Board Meeting
October 4, 2012

A regular library board meeting was called to order on Thursday, October 04, 2012, at 5:45 p.m. in the library auditorium by President Sarah Mason.

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

Trustees absent: Mary Gregg and Greg Brown.

Also in attendance: Dr. Bob Barringer, Library Director and Susan Harmes, Assistant Library Director.

A **Motion** by Trustee Hogue to approve the September, 2012, meeting minutes as presented was seconded by Trustee Reinhardt. The motion was approved by a unanimous vote of the board.

Following discussion of the agenda, Trustee Reinhardt made a **Motion** that the meeting be adjourned. Trustee Hogue seconded the motion and the motion passed. President Mason adjourned the meeting at 6:10 p.m.

Susan Harmes
Recorder

Schultz-Holmes Memorial Library
Library Board Meeting
November 1, 2012

A regular library board meeting was called to order on Thursday, November 1, 2012, at 5:30 p.m. in the library auditorium by Vice-President Mary Gregg.

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

Also in attendance: Dr. Bob Barringer, Library Director; James Wonacott, Village Administrator, and Susan Harmes, Assistant Library Director.

A **Motion** by Trustee Hogue to approve the October, 2012, meeting minutes as presented was seconded by Trustee Reinhardt. The motion carried.

Library Board President Sarah Mason joined the meeting at 5:35 p.m.

A **Motion** by Trustee Gregg to adopt the State Guidelines for Records Retention was seconded by Trustee Hogue. The motion carried.

A **Motion** by Trustee Hogue to buy and try Freegal for one year, paid for by Fine Expenses, was seconded by Trustee Gregg. The motion carried.

A **Motion** was made by Trustee Gregg to approve the re-written contract for Palmyra Township and to empower Library Board President Sarah Mason to communicate with Palmyra Township regarding the changes. The motion was seconded by Trustee Spiegel. The motion carried.

A **Motion** by Trustee Brown to adopt the Library Gift Policy as revised and the Severe Weather and Emergency Closing Policy as revised was seconded by Trustee Hogue. The motion carried.

A **Motion** was made by Trustee Reinhardt to adjourn the meeting. Trustee Spiegel seconded the motion and the motion carried. President Mason adjourned the meeting at 6:47 p.m.

Susan Harmes
Recorder

Schultz-Holmes Memorial Library

Library Board Meeting

December 6, 2012

A regular library board meeting was called to order on Thursday, December 6, 2012, at 5:35 p.m. in the library auditorium by Vice-President Mary Gregg.

Trustees present: Mary Gregg, Vic Hogue, Greg Brown, and Josephine Spiegel.

Trustees absent: Sarah Mason and Lauri Reinhardt.

Also in attendance: Dr. Bob Barringer, Library Director; James Wonacott, Village Administrator; Susan Harmes, Assistant Library Director.

Board President Sarah Mason joined the meeting at 5:40 p.m.

Trustee Hogue made a **MOTION** to approve the November, 2012, meeting minutes as presented. The motion was seconded by Trustee Gregg. The motion carried.

Trustee Gregg made a **MOTION** to accept the changes to the by-laws as presented was seconded by Trustee Spiegel. The motion passed by a unanimous vote.

Trustee Spiegel made a **MOTION** to increase the Fine Budget to reflect the \$13,465.00 grant received from the Reinhardt Foundation and the \$700.00 grant from the Lenawee Community Foundation. The motion was seconded by Trustee Hogue and the motion passed by a unanimous vote.

Trustee Brown made a **MOTION** to accept the policy changes as presented for Patron and Renter Use of Library Equipment and Supplies. Trustee Hogue seconded the motion and the motion was passed by a unanimous vote.

Trustee Hogue made a **MOTION** to approve the 2013 calendar as presented. Trustee Gregg seconded the motion and motion was passed by a unanimous vote.

Trustee Gregg made a **MOTION** to keep the same slate of officers that we have now. Trustee Hogue seconded the motion and the motion carried by a unanimous vote.

Board President Mason called for a **Motion** for adjournment. Trustee Gregg moved that the meeting be adjourned and Trustee Brown seconded the motion. The motion passed by a unanimous vote. The meeting was adjourned at 6:30 p.m. by President Mason.

Susan Harmes
Recorder