

## **LIBRARY BOARD**

January 16, 2003 4 PM

The regular monthly meeting of the library board was called to order by President Ken Nichols. All members were in attendance: Connie O'Brien, Ken Nichols, Doug Hickman, Karen Coopshaw, Sally Hagenbuch, Cathie Case and library director Barb Klump.

Minutes of the December meeting were reviewed and accepted.

### **TREASURER'S REPORT**

- Discussion was ~~hold~~<sup>held</sup> on making Margaret a full-time employee and possible pay increases for the library employees. A motion was made by Doug Hickman, seconded by Sally Hagenbuch, to increase all ~~employees'~~<sup>part-time</sup> pay effective February 1, 2002. Motion passed.

### **LIBRARY DIRECTOR'S REPORT**

- Barb reported that Pete Durbin had worked on the grandmother's clock and suggested that a professional clean the clock. Cathie will look into this.
- Cash gifts from David and Sandra Porter and Margaret Porter were announced. A gift from the estate of Gratia Smith was announced.
- Barb presented possible changes to the auditorium rental agreements suggested by Frank Riley. The changes were reviewed and discussed. Any action to changing the rental agreement will be tabled until more thought is put in to it.

### **OLD BUSINESS**

- Plans for the Spring Lecture Series are complete and are scheduled for March 4, 11, and 18. Ken and Connie will write a new introductory pamphlet. Refreshments will be served.
- Cathie presented four estimates for vertical blinds for the front windows and workroom. Connie made a motion to accept the bid from Vertical Blind Factory of Lambertville. Ken seconded the motion. Motion passed. The total price is \$1520.00.
- Discussion on the disaster plans was tabled.
- Discussion on the DPW tree-trimming and lawn mowing was tabled until February.
- The Carol Goff Plaque: Lynn Southward will provide this plaque, honoring Carol Goff, at no cost.

### **NEW BUSINESS**

- Connie made the motion to hire Margaret Hans as a full time employee beginning July 1, 2003. Doug seconded the motion. Motion passed.

The meeting was adjourned at 6:15 PM.

Submitted by,  
Cathie Case

**LIBRARY BOARD MEETING  
FEBRUARY 20, 2003**

Our meeting was called to order at 4:00pm by Doug Hickman in the absence of Ken Nichols. Also present was Connie O'Brien, Sally Hagenbuch, Barb Klump and Karen Coopshaw. Rich Foley was a guest in attendance.

There were no corrections/additions to the minutes of the last meeting.

**TREASURER'S REPORT:** The 2002-2003 Projected Budget figures show a deficit; however, Connie is not concerned about it at this time. The January figures are actual but the February thru June figures are basically estimated. Connie will contact Peggy Nieman to discuss exactly how the Village office figures their report.

**COMMUNICATIONS:** Sally sent out 4 thank you notes: David and Sandra Porter, Margaret Porter and Richard Entenmann (each for monies received) and Harold (Butch) Miller for 2 books given to the Library.

**LIBRARY REPORT:** In addition to Barb's report, we were given an estimate from Lynn Southward for shelves in the Video Room. The estimate did not include doors for the shelves; Barb will check with Lynn about this item. Barb will also question Lynn about another alternative to doors - putting grooves on the shelves to accomodate (at a later date) sliding glass doors.

**STANDING COMMITTEES:** There was no report from the Reading Area and Art Committees. Connie presented a booklet for the Nature Series that will be printed and available at the first Lecture in March. Barb will print 30 booklets.

**OLD BUSINESS:**

1. DPW/Tree trim/Mow Lawn - (Ken) Tabled
2. Clock Repair - (Cathie) Tabled
3. Disaster Plan - (Ken) - Karen will present our understanding of the plan to Fr. Vincent (as the plan involves the use of the lower level at St. Peter Church) and report on it at the next meeting.
4. Goff Plaque - (Doug)

5. Slide Projector - Connie reported these projectors range from \$230-\$1000. We are in need of one for the March 18 presentation, but decided to borrow one for that presentation instead of making a hasty decision at this time to purchase one. Connie will continue to investigate this purchase. Barb will check with the Lenawee County Library to borrow their projector for our March 18 presentation.
6. Microfilm reader and printer (Doug) - We are now in search of a computer as the one given to us does not meet our needs.
7. Rental Policy - Barb presented a revised policy showing the following changes: **FOR YOUR INFORMATION Section:** Non Profit Groups only; Vacate premises by 10:00pm; Payment in full at time of rental; Cancellation Policy (See motion below) **RULES Section:** "On village property" will be added to Rule #2 (There will be no alcoholic beverages or smoking allowed *on village property*.)

A motion was made by Connie and seconded by Karen with reference to the monies returned on the cancellation policy:

*If cancelled more than 14 calendar days in advance, all monies will be refunded; if cancelled less than 14 calendar days in advance, the amount of monies returned will be up to the discretion of the Head Librarian.*

Barb will present the revised Rental Policy at our March meeting. The changes to our rental policy will become effective March 1, 2003.

#### **NEW BUSINESS:**

Wish List: Further discussion at our March 2003 meeting.

Barb presented a letter from Kathie Hill asking for a monetary donation for a volunteer trip to Tanzania. We decided we would not contribute because of the concern of setting a precedent for future requests. Barb will respond to Ms. Hill's request.

Out meeting was adjourned @ 6:15pm. Our next meeting is Thursday, March 20, 2003 @ 4:00pm.

Respectively submitted,  
Karen Coopshaw (in the absense of Cathie Case)

## LIBRARY BOARD MEETING

MARCH 20, 2003

The meeting was called to order by Ken Nichols @ 4:00pm. Present were Barb Klump, Doug Hickman, Connie O'Brien, Karen Coopshaw, outgoing board members Sally Hagenbuch and Cathie Case, and incoming board members Stephanie Tarver and Rich Foley.

MINUTES FROM PREVIOUS MEETING: A correction was made regarding eliminating the "14 day deposit return" policy from the section of the "Rental Agreement "

TREASURER'S REPORT: Connie presented last month's budget and the projected budget for the rest of the year. All is looking to be on target. Jim Wonacott then presented update on next fiscal year's budget. At this point there will be no increase in our budget. There was discussion about how to balance the budget for next fiscal year, but no decisions were made at this time.

COMMUNICATIONS: Sally sent thank you notes to the latest round of lecturers: Dr. Lindquist, Father Doan, and Laurie Dickens.

*Jan*  
LIBRARY REPORT: The Annual Book Sale will be held April 10-12. There are other miscellaneous items.

### STANDING COMMITTEES:

PHOTOGRAPHS: Nothing new at this time.

NATURE SERIES 2003 - KUDO'S! It was an excellent series and all lectures were very well attended.

## OLD BUSINESS

DPW – Discussion centered on the timeliness for snow shoveling prior to opening library. At this time being the DPW will do yard work. Jim will check with Mark Strahan about weeding the flowerbeds and other gardening needs. We will readdress the snow shoveling in the fall.

DISASTER PLAN – Council is currently working on a plan that includes Homeland Security threats. When that is completed then we will continue with forming our own policy. We do have approval to use the basement at St. Peter's Church in the event the library needs to be vacated.

GOFF PLACQUE- This has not yet been completed by Lynn Southward.

CLOCK REPAIR – Ken will get estimates for the repair.

MICROFILM READER/PRINTER – We will get a computer from Village Offices to run the new Reader/Printer.

RENTAL POLICY – It was concluded to eliminate the "deposit return" section. All deposits will be returned to the renter should a reservation be cancelled.

SLIDE PROJECTOR, CAROUSEL – This was removed from the agenda due to insufficient funds.

NEW SHELVING – Karen Coopshaw motioned to accept Lynn Southward's proposal for shelving for the old magazine room at a cost of \$ 4, 620.

WISH LIST – Nothing new was added due to no new monies for the upcoming fiscal year.

## NEW BUSINESS

ELECTION OF OFFICERS - Connie O'Brien motioned, Karen Coopshaw seconded, to accept the slate of officers for 2003- 2004.

President – Doug Hickman

Vice President – Ken Nichols

Treasurer – Connie O'Brien

Secretary – Stephanie Tarver

Communication Secretary - Karen Coopshaw

Member at Large – Rich Foley

The motion passed.

Our next meeting is Thursday, April 17, 2003 at 4:00 pm

Respectively submitted,

Ken Nichols

Acting Secretary

## LIBRARY BOARD MEETING

April 17, 2003

The meeting was called to order by Doug Hickman@ 4:00 p.m. All six (6) board members were present, including Barb Klump and guest Jim Wonacott.

### MINUTES FROM

LAST MEETING: A correction was made to the spelling of Father Van Doan's name and then approved.

### TREASURER'S REPORT:

Connie presented last month's budget and the projected budget for next year. With the budget as Connie presented it, we would still be about \$7,000 short. Jim added that liability insurance for the library would increase 15% to 18%, and that Employee Benefits would be 38%, not the 36% we have now, and there would be no increase in our budget from the village. There was a discussion and a decision was made to table further discussion and a decision until later in the meeting. There was discussion about funding for the Lecture Series. CONNIE MADE THE MOTION: TO TRANSFER THE \$506 LEFT FROM THE ROBERTSON READING AREA FUND TO THE ROBERTSON LECTURE SERIES FUND. KEN SECONDED THE MOTION, A VOTE WAS CALLED, ALL WERE IN FAVOR, THE MOTION WAS CARRIED.

COMMUNICATIONS: Karen will be sending a Thank you to Mary's Kids Daycare for the \$111.00 gift of money to the library for new children's books.

LIBRARY REPORT: The book sale made \$729.35. Mary's Daycare gave \$111 to library for new children's books. Mrs. Klump gave the student grounds keeper verbal and written notice that the DPW would be mowing for us this summer. *Mrs. Klump gave us verbal notice that she would be retiring December 31, 2003, we accepted her notice.* Julie Nicholi, a part time employee, has left the library's employment and arrangements need to be made to cover 25 hours.

### TREASURER'S REPORT RE-OPENED

The tabled discussion was re-opened about the budget. With Julie's position vacant there was refiguring of the budget and discussion. Julie's position left vacant would give the budget \$10,000, approximately. This would make up the \$7,000 we are short and leave a \$3,000 cushion, approximately. DOUG MADE A MOTION: FOR THE NEXT 2003-2004 BUDGET, ELIMINATE JULIE NICHOLI'S POSITION AND INCREASE PART TIME STUDENT'S HOURS FROM 15 TO 25 HOURS A WEEK. BUDGET ADDITIONAL AMOUNT OF INSURANCE INCREASE FROM \$3,125 TO \$3,624. KAREN SECONDED VOTE WAS CALLED, ALL IN FAVOR, MOTION CARRIED.

STANDING  
COMMITTEES:

Standing committees were determined to be: Lecture Series  
and Art Work Committee

OLD BUSINESS:

1. DPW-Jim is working with mark in regards to weeding and snow removal. Connie suggested we ask Sharon Spresor to water and weed the flower beds. All agreed it to ask her, Connie will inquire.

2. Microfilm reader-Doug said the invoice came in for \$500 more than expected. Will look into it. He is still looking at computers.

3. Clock Repair-Tabled

4. Discussion was held. KEN MADE A MOTION TO ACCEPT RENTAL POLICY AS AMENDED, KAREN 2<sup>ND</sup>, ALL APPROVED, MOTION CARRIED.

NEW BUSINESS:

1. New Committees-  
Personnel Committee to search for Mrs. Klump's replacement, and Ken would head up this committee. Stephanie volunteered to maintain the Shultz-Holmes grave sight.

2. Wish List- Tabled

Our next meeting is Thursday May15, 2003 at 4:00 PM

Respectively submitted,

Stephanie Tarver  
Secretary

LIBRARY BOARD MEETING  
MAY 15, 2003

The meeting was called to order by Doug Hickman @4:00 p.m. All six (6) board members were present, including Barbara Klump and guest Jim Wonacott.

MINUTES FROM  
LAST MEETING: Minutes were approved with spelling corrections.

TREASURER'S  
REPORT: Accepted as presented.

COMMUNICATIONS: A thank you noted was sent to Mary's Kids for the monetary donation for book purchases.

LIBRARY  
DIRECTOR'S  
REPORT: No word from Lynn Southward for the completion of the new AV Shelves. Mrs. Klump reported on the DPW and their progress on the lawn mowing, trimming and weeding. Mrs. Klump also gave a bill summary for periodicals of \$1049.20.

- OLD BUSINESS:
1. Gift money. Discussion was held on what to do with Rost gift money. No decisions were made.
  2. Microfilm scanner/reader. Doug reported that Kapnick Insurance donated to the library a CPU to run the microfilm scanner/reader.
  3. PR. Stephanie is working with Melissa at the Advance on a Memorial Day story regarding the Shultz/Holmes family.
  4. Shrubs. Mrs. Klump would like to remove the shrubs at the NW corner of the atrium entrance. Discussion was held and KEN MADE A MOTION: TO HAVE SHRUBS REMOVED AND REPLACED WITH MULCH OR STONE. STEPHANIE SECONDED, VOTE WAS CALLED AND MOTION CARRIED.
  5. Clock. Estimates were given by B & J Clock Repair and Mitchell's Repair to repair the library's clock. B & J includes a house call and a 3-year warranty for \$85. Mitchell's Repair estimate included cleaning bushings, oiling and ect. They would take the clock to their shop, fix and return within 7 to 14 days for \$275. Discussion was held. RICH MADE A MOTION TO HAVE B & J CLOCK REPAIR LOOK AT THE CLOCK.



KEN SECONDED, VOTE WAS CALLED, MOTION CARRIED.

NEW BUSINESS:

1. Director search. Ken suggested a schedule for selecting a new director.

June-set criteria & job description

July-determine how to post and how long to post position

August- review applications

September-conduct interviews

November- conduct second interviews and hire someone

December-Start December 18

Further discussion was held on setting criteria and job description.

CLOSING:

RICH MOTIONED TO CLOSE THE MEETING, KAREN SECONDED, MEETING ADJOURNED AT 6:25 P.M.

Next meeting May 19, 2003 at 4 p.m.

LIBRARY BOARD MEETING  
JUNE 19, 2003

The meeting was called to order at 4:07 p.m. All six board members were present, including librarian Barbara Klump and guests Jim Wonacott and Blake Culvers.

MINUTES FROM LAST MEETING: Approved with corrections. Rich MOTIONED to accept minutes, Connie SECONDED, MOTION CARRIED.

TREASUTER'S REPORT: There was some discussion and Connie reported that the projected budget is still under \$400. Karen MOTIONED to accept treasure's report, Ken SECONDED, MOTION CARRIED.

COMMUNICATIONS: A thank you note was sent to Kapnick Insurance for the CPU they donated to the library, and to Mrs. Rost for the very generous donation from her husband's estate.

LIBRARY DIRECTOR'S REPORT: 1) Discussion was held on spending book sale money on a new computer for Susan's desk. After some discussion, it was decided that the book sale money would be sent to the village office and a new computer would be purchased for Susan's desk. Connie made a MOTION, Karen SECONDED it, the MOTION CARRIED.  
2) A long discussion was held on changing the library hours. After much debate a MOTION was made by Connie and SECONDED by Ken to accept the new hours proposed by Mrs. Klump:

Mon-Wed-Fri	10 a.m. to 5 p.m.
Tue-Thu	12 noon to 8 p.m.
Sat	10 a.m. to 1 p.m.

There were two Aye's to accept the plan, the MOTION FAILED. The matter has been tabled until it is discovered how Margaret's full time status affects the schedule.

3) Barbara asked that we have a local teen be a volunteer for 1 to 2 hours a week. It was agreed that it would be fine.

OLD BUSINESS: 1. Staffing- A head librarian search criteria hand out was passed out by Ken. Some discussion was had and Ken & Stephanie are looking at where to post it. With some discussion it was decided that it would be best to have the new head librarian hired by early November.  
2. Technology- Barb will contact K.C. Hufford in regards to hooking up the microfilm reader.  
3. Physical plant/grounds-Sharon is weeding.  
4. Publicity-Connie talked to Florence Wilson, an Archivist from Monroe Genealogical Society, about giving a series, or perhaps at least on talk, on genealogy research. We all thought it sounded promising and wanted to know more.

NEW BUSINESS:

- Other: 1. Fines and Fees Checking-It was discussed that the fines and fees would be made a separate line item in the budget and that the library director will be able to use it at his/her discretion.
2. Job descriptions-Connie volunteered to rewrite the job descriptions for the library staff.
3. The grandmother clock works. B & J Clock Repair made the repairs and the clock is now working. B & J stressed "DO NOT TOUCH THE WEIGHTS."

CLOSING:

Connie MOTIONED to close the meeting, Ken SECONDED, the meeting was adjourned at 6:30 p.m.

Next meeting July 17, 2003 at 4:00 p.m.

June 26, 2003

**Subject: Special Library Board Meeting****Date:** Thu, 26 Jun 2003 15:20:51 -0700 (PDT)**From:** doug hickman <hodgepodgehouse@yahoo.com>**To:** Stephanie Tarver <starver@tc3net.com>, James Wonacott <blissadm@cass.net>, Barb Klump <bklump@monroe.lib.mi.us>, Ken Nichols <reepicheep@tc3net.com>, "Connie O'Brien" <jobrien@tc3net.com>, Karen Coopshaw <karen.coopshaw@kapnick.com>, Karen Coopshaw <kcoopshaw@kapnick.com>, Rich Foley <rfoley66@hotmail.com>

A Special meeting of the Village of Blissfield Library Board of Trustees was called to order by the president, Douglas A. Hickman on June 26, 2003 at 5:00 P.M. Verbal notice of the meeting was given to Village Manager, Jim Wonacott on June 24, 2003 at approx 4:00 P.M. Notice was given to the Director and Board Members at 5:00 P.M. on June 24, 2003 via e-mail to comply with 48 hour notice of meeting - a paper posting was affixed to the Library premises on June 25, 2003, and removed prior to the meeting on June 26, 2003 to comply with 18 hour public posting of meeting announcement in compliance with Michigan Open Meetings Laws.

In attendance: Library Director, Barb Klump  
Board President: Doug Hickman  
Treasurer: Connie O'Brien  
Corresponding Secretary: Karen Coopshaw  
Member-at-Large: Rich Foley

Members absent: Vice President: Ken Nichols  
Recording Secretary: Stephanie Tarver

As this was a special meeting, no minutes were reviewed, or treasurer's report given. No correspondence was discussed.

**Changes in employment guidelines:**

1. "Full time" to mean 40 hours a week. The exception is Susan Harmes - as a result of "Past Practice".

Motion by Connie O'Brien

Second by Rich Foley

Motion Passed: To take effect July 1, 2003.

2. "Overtime" to begin after 80 hours per bi-weekly pay period. To take effect July 1, 2003.

Motion by Connie O'Brien

Second by Karen Coopshaw

Motion passed: To take effect July 1, 2003.

3. A "Probationary Period" for new hires and newly promoted employees of 120 calendar days.

Motion by Connie O'Brien

Second by Karen Coopshaw

Motion Passed: To take effect July 1, 2003.

Meeting adjourned 5:50 P.M.

LIBRARY BOARD MEETING  
July 17, 2003

The meeting was called to order at 4:08 p.m. <sup>five</sup> All ~~six~~ members were present, including librarian, Barbara Klump, and guests Jim Wonacott and Blake Culvers. *Doug Hickman absent*

Minutes from last meeting: Accepted with corrections. Connie MADE A MOTION to approve minutes, Karen seconded. The Motion passed. The minutes to the June 26<sup>th</sup> Special Meeting, held at the Shultz-Holmes Library ~~Atrium~~, were approved.

*auditorium*

Treasures Report:

1. The bills from: Baker & Taylor for \$129.95, Maple City Glass for \$274.79, Maint. Agreement from Office Plus for copier \$510, Audio-Visual Hillsdale Ed. Pub \$83.90, Connie will ask to have them applied to the 2002-2003 budget, because they were made before the new fiscal year.
2. A petty cash account was discussed and it was decided that Mrs. Klump would set it up with Peggy.
3. The Treasures report was approved.

Communications: No Report

Librarians Report:

1. More discussion was held on the library hours. It was agreed that the hours could be changed to the following: Mon., Wed., Fri., and Sat 10:30 – 5 & Tue and Thur 1 – 8 p.m. Before a vote is made Barb is going to take our recommendation back to the staff for their input.
2. Lynn will start on the A/V shelves in early September.
3. Lenawee County Library is going to purchase a laser printer for the microfilm reader.

Old Business:

1. *Fall Lecture Series*: Connie contacted Florence Wilson and put together a Genealogical Presentation Schedule. The 3 Fall 2003 lectures in the Phyllis Robertson lecture Series will be:  
Nov. 4 Genealogy is a History of a Family  
Nov 11 Making Sense of the Census  
Nov 18 Michigan Sources of Proof  
All lectures will be at 7 p.m. in the auditorium of the Shultz-Holmes Library. Each lecture includes handouts, samples of material and books, and a time to ask questions.
2. *Technology*: K.C did not call back, so Sandy, from the county library, hooked up the microfilm reader/printer.
3. *Library Hours*: More discussion was held on the new hours for the library. See *Librarians Report above*, for decision.

4. *Library Director acquire purchasing authority:* After much discussion A MOTION WAS MADE by Karen: **The library director has the authority to purchase, without requesting permission from the library board, for the library, per purchase, \$1200 for media, \$1000 for maintenance, and \$100 for non-media. ALL PURCHASES SUBJECT TO BUDGET LIMITATIONS.**

Stephanie Seconded, all in favor, Motion passed.

5. *Library Operational Plan:* Karen gave an update, but this is still in process.

6. *Library Director Search:* Ken presented information from Stephanie on possible locations for job posting. Ken will list the position with all of the free services and with area newspapers. A MOTION WAS MADE by Connie and seconded by Rich for the placement for 30 days in the Daily Telegram for \$89, the Advance for 2 weeks in August and for 2 Sundays in August in the Toledo Blade, Monroe Evening News, Jackson Citizen Patriot, and Ann Arbor News at their respective rates. The Motion passed.

New Business:

1. *Publicity for Lecture Series/Food for Fines:* This was tabled for the next meeting.

2. *Carpeting Old Magazine Room:* Barb will check on costs with Blissfield Lumber.

3. *Margaret Han's Letter:* There was much discussion regarding the issues of her letter and the need for updating Personnel Guidelines. A MOTION WAS MADE by Rich, with Karen seconding, that, "The policy regarding overtime be amended to 40 hours per week effective immediately." Motion passed. A Special Meeting was set for July 31 at 4:00 p.m. at the library to review the guidelines and bring them into line with current village guidelines. All board members were given a copy of village guidelines and will review for recommendations at the Special Meeting. Margaret's letter will be more fully addressed after the Library Personnel Guidelines have been reviewed.

Close

A MOTION WAS MADE by Rich to close the meeting, Karen seconded, Motion passed. Meeting was adjourned at 7:15 p.m.

Next Meeting: August 21<sup>st</sup> at 4 p.m.

## LIBRARY BOARD MEETING

August 21, 2003

The meeting was called to order at 4:08 p.m. Five members were present, Karen Coopshaw being absent, and librarian, Barbara Klump.

MINUTES: Accepted with corrections. Connie MADE A MOTION to accept minutes with corrections, Rich SECONDED, MOTION CARRIED.

TREASURER'S REPORT: On the Library report Connie questioned 3 bills that should have been applied to last years budget. She is checking on it. The Library Report is not correct. Rost Money was not added, library savings amount is wrong. We had questions regarding Equipment Rental & DPW wages. Connie will check with Peggy. A MOTION WAS MADE by Ken to accept the treasurer's report, Stephanie SECONDED, MOTION CARRIED.

COMMUNICATONS: No report

LIBRARIAN'S REPORT:

1. Carpet for the AV room has been ordered and will be installed on Aug 28.
2. Power outage. The Board decided, because it was no fault of there own, that the staff should be paid for the power outage that sent everyone home on Aug 12.
3. Misc.: Barb reported on the summer reading program, installation of internet filters deadline July 2004, and a summary of bills for books and A/V.

OLD BUSINESS:

1. Library Hours. After some discussion a MOTION WAS MADE by Connie to approve the new library hours: Mon-Wed-Fri & Sat 10:30 am - 5pm and Tue & Thur 1 - 8 pm. Stephanie SECONDED the MOTION CARRIED.
2. Librarian Search. To date we have 40 applications. Discussion was held as to what exactly we are looking for in a librarian, and what the top five challenges are for our library, long & short term. Ken handed us out some work sheets and we are to fill them out and return them to him. We also talked about how we can review the librarian applications. Ken is going to check with Jim and make sure it is ok that we leave the applications in our locker so we can review them at our own

convincence. We will meet for a special meeting on Tuesday September 9<sup>th</sup> at 5:30 pm to discuss the applicants and who we would like to contact for an interview.

3. A review and discussion was held on the Library Employee Policy. Connie volunteered to type the revisions to present at the next meeting.

NEW BUSINESS:

Goals for the year: Tabled

CLOSE:

Doug MOTIONED to adjourn the meeting, it was SECONDED by Ken, MOTION CARRIED, meeting adjourned at 7:10 pm.

SPECIAL MEETING: Librarian Search, September 9 at 5:30 pm.

NEXT LIBRARY BOARDMEETING: Thursday, September 18 at 4 pm



## Minutes from Special Meeting 9-9-03

Board Members in attendance were Doug Hickman, Rich Foley, Connie O'Brien, Stephanie Tarver, Karen Coopshaw, and Ken Nichols.

A special meeting of the Schultz-Holmes Library Board was held at 5:30 to review resumes for the position of Library Director.

In considering the resumes it was decided to review according to the current and future needs of the library. We concluded by selecting ten resumes. These applicants stood out as being the best qualified for our library through their experiences, education, presentation, and overall impression of meeting the various needs of the library.

These ten will be sent a letter of continued interest as well as a packet of information that includes a Library Profile, more specific job description, and Library guidelines. If the candidate desires to remain in contention, then a signed copy of the letter of intent is to be returned by October 3, 2003.

D. Hickman motioned to adjourn the meeting. K. Coopshaw seconded. Motion passed. Meeting was adjourned at 7:45 pm.

Ken Nichols  
Acting Secretary

## LIBRARY BOARD MEETING

September 18, 2003

The meeting was called to order at 4:07 p.m. All members were present, as well as librarian, Barbara Klump, and Jim Wonacott.

Minutes from last meeting: Accepted with corrections. Ken MADE A MOTION to approve the minutes, Karen SECONDED, Motion CARRIED. The minutes to the Sept. 9 Special meeting, regarding the Library Director Search, were reviewed and approved. Ken MADE A MOTION to approve the minutes, Karen SECONDED, the motion was CARRIED.

### Treasure's Report

1. There was no budget report for Aug because of all the paper work involved with Village taxes, and tax time.
2. Connie asked Jim about last months budget report and the cost of the grass mowing by the DPW, as well as the rental of equipment. Jim agreed that something was incorrect on the Aug Budget report and he would look into it.
3. The Treasure's report was accepted.

### Communication's Report

Karen reported that 37 letters and one e-mail of non-acceptance for the Library Directors position would be mailed out on 9-19-03.

### Librarian Report

1. The staff had a meeting with Chief Kelley to talk about their responsibilities regarding Personal Protection Orders issued by the county. Chief Kelley clarified the subject.
2. Michcard will go into effect within the next couple of months. Mrs. Lindquist will furnish guidelines.
3. Lynn Southward took measurements for the shelves and moving the unit from the brick wall to the to the SE corner. Shelving should be done by the end of October.

### Old Business

1. The board discussed & reviewed the Library's Guidelines and Policies. Some more adjustments were made. After Mr. Riley looks them over, Connie will bring the Guidelines and Policies back to the next meeting and the Board will vote on them.

### New Business

1. The Board reviewed the Librarian's job description, made some more adjustments. The job Description was read and a MOTION was made by Connie, and Seconded

by Doug, to accept the job description as read, MOTION CARRIED. It was also agreed upon to send the job description out with the job packets to the job candidates.

2. Interview questions were tabled to the next meeting.

3. Connie informed us that the State of Michigan had a Web page for Michigan for tourism. At no cost to us, they would like to post what is going on in our area, and at our library. It was agreed that we would have the lecture series posted.

4. Connie suggested, but tabled discussion about creating a local history room with the Lawrence Rost Fund. Karen suggested redoing the Auditorium. Connie also suggested, but tabled discussion, to set up a periodic review of the Library Employee Guidelines, Library Policy, Employee Job Descriptions, Schultz-Holmes memorial Library Board By-Laws, Internet users policy, Application for employment and Auditorium Rental Agreement.

Adjourned

A MOTION was made by Connie to adjourn, Doug Seconded, MOTION CARRIED. Meeting adjourned at 6:10 pm.

Next Meeting

Thursday, October 16, 2003 @ 4:00 p.m.

Respectfully Submitted by Stephanie Tarver, Recording Secretary

LIBRARY BOARD MINUTES  
NOVEMBER 19, 2003

The meeting was called to order at 4:00 p.m. All members were present, as well as Librarian, Barbara Klump, and Jim Wonacott.

- Minutes: Accepted with corrections. Rich MADE A MOTION to accept the minutes; Karen SECONDED, MOTION CARRIED.
- Treasurer's Report Mr. Southward was paid out of gift money, and it should have been taken out of our budget from last year. Jim said if we hadn't spent it we lost it. We did not allow for it in this years budget. Connie suggested we put money from our current budget back into our gift account. More checking into that will have to be done. Ken suggested we wait until the end of the  <sup>fiscal</sup> year and see how much is left and move the money then. The matter was tabled for further consideration. Ken MADE A MOTION to accept the treasurer's report, Stephanie SECONDED, MOTION CARRIED.
- Communications Report Six not chosen for position letters, four notice of intent candidates not chosen for interview, five letters of reference to five candidates chosen for interviews, sixteen letters to reference people, were sent during the librarian search.
- Librarians Report There was no heat in the library on 11-11-03. Cross Heating was called and the problem was fixed.
- Bills for new books, vacuum repair, Lyn Southward, and Gateway Companies totaled \$4347.63. <sup>Lynn</sup>
- New Business: Lecture Series: Connie reported on the Phyllis Robertson Lecture Series and compared this last series with other past lectures. Connie suggested we suspend any further lectures because of poor attendance. Connie also resigned her position as coordinator for the lecture series. The Board was in agreement and accepted Connie's decision.
- Margaret's question about when the new guidelines were effective was discussed. The board reviewed the guidelines and discussed which would be the most beneficial to the employees, either July or Oct 16. Some more questions were going to be asked of Jim, before the Library Board votes.
- Stephanie announced that she is replacing the summer flowers at the Schultz-Holmes gravesite with new seasonal flowers.

Old Business: Karen typed out policies made since 1994 and warranties since May 20, 1993 and provided us all with a copy of it.

Connie provided us with a complete copy of the revised Library Guidelines.

Close: The meeting was adjourned at 6:30 p.m.

Respectfully Submitted,  
Stephanie Tarver  
Recording Secretary

# LIBRARY BOARD MEETING

December 18, 2003

The meeting was called to order at 4:00 p.m.. All members were present, as well as Librarian, Barbara Klump, and Jim Wonacott.

Minutes:	Connie moved to accept minutes with corrections and Ken <b>seconded</b> , the <b>motion</b> carried.
Treasurer's Report:	We reviewed library's savings account and expenses. Stephanie moved to accept the treasurer's report and Rich <b>seconded</b> , the <b>motion</b> carried. Connie suggested one of us consider working with her on the budget because she does not plan on holding the position next year.
Correspondence:	Gift money was received from: <ul style="list-style-type: none"> <li>\$50 from Daniel R. Crots for the purchase of books or audiotapes on US History, just because.</li> <li>\$25 from Denise &amp; Ron Rose and \$50 from Molly Rose and Curtis Beagle, for the purchase of children's books in memory of Cole Horkey, son of Chad &amp; Kristen Horkey.</li> </ul> Thank you notes will be sent.
Old Business:	<p><u>Library Guidelines:</u> Discussion was held about making the library guidelines retroactive to July 1, 2003. Connie moved that the Library Guidelines be retroactive to July 1, 2003, Ken <b>seconded</b>, the <b>motion</b> carried. 4</p> <p><u>Librarian:</u> Susan Berryman will start on Jan 5, 2004. Discussion was held on who and how Mrs. Berryman would be trained. It was decided that money could be taken out of the part-time wage budget to higher Mrs. Klump as a consultant to train Mrs. Berryman. Stephanie moved that Mrs. Klump be paid \$20 an hour as a library consultant to train Mrs. Berryman. Karen <b>seconded</b> the <b>motion</b>, the <b>motion</b> carried.</p> <p><u>Thank you:</u> A thank you was verbally given to Ken Nichols for al his hard work heading up the Librarian Search Committee.</p> <p><u>Flowers:</u> Stephanie purchased new seasonal flowers for the Schultz-Holmes grave sight. She turned in the bill to Connie, to Pam Marry for the making of the planters.</p>
New Business:	<p><u>Heating and Cooling:</u> The thermostats in the auditorium are not working properly. Barb will call Cross Heating and have them check the thermostats out.</p> <p><u>Projects for 2004:</u> Some ideas were talked about. They included new flooring for the auditorium and other make overs for the room.</p> <p><u>Meeting time:</u> Our meeting time was discussed and it was decided</p>

	<p>that we would keep it at 4 pm on the third Thursday of each month.</p> <p><u>To do:</u> We need to think about updating the Library By-Laws.</p> <p><u>Ancient Egypt Books:</u> Four Ancient Egypt Books are being stored. They were donated to the library years ago and they are worth approximately \$375 each or perhaps \$5000 for the whole set. Depending upon which estimate you go with. It was discussed as to whether we should sell them or keep and display them. A final discussion was tabled and more research would be done on the books as to their worth and the best way to sell them, if it is decided to do that.</p>
Close:	Rich moved to adjourned to close the meeting, Stephanie <b>seconded</b> , the <b>motion carried</b> and the meeting closed at 5:50 p.m.