

21 January 1999

The regular meeting of the Library Board was called to order by President Connie O'Brien at 7:00 p.m. Doug Winkler was absent. Jim Wonacott and Randy Sweeney were present.

Minutes of Previous Meeting: Approved as printed.

Communications: Elsa read a thank you note from Carol Goff, which contained many interesting comments on local history.

Treasurer's Report: Connie Graf updated the Board on past budget worksheets (July-December, 1998). The present budget year appears to be on target.

Report of Library Director, Barbara Klump:

1. **Book Sale:** Due to a scheduling problem, the annual sale will be held April 22, 23 & 24.
2. **Custodian:** Bruce Monroe began January 5, 1999 and appears to be working out well. Upon his suggestion, Barbara will obtain an estimate on the cost of stripping and waxing the auditorium floor once a year from a local business.
3. **1999 Schedule of Meetings:** A motion carried to approve the 1999 schedule of Library Bd. Meetings as presented (3rd Thursday of every month at 7 p.m.).
4. **Tableware/Service Club Records:** A motion carried to donate the tableware and Service Club Records to the Blissfield Historical Society.
5. **Grand Piano:** A motion carried to advertise the sale of the baby grand piano to any interested parties who should submit a bid to the Board by March 15, 1999 for consideration.
6. **Fee for Video Rental:** A motion carried to discontinue the \$1.00 fee for video rental.

Report of Committees: None

Report of Village Administrator: Jim Wonacott: Mr. Wonacott made comments on the following:

1. **Higher Wages:** Consideration of the request will soon be made by the Council.

2. **Grants:** Made recommendations to use when applying for future grant applications and suggested that we contact the Library of Michigan for possible available grants.
3. **New Budget:** Considerations for the new budget will be due the end of March. Jim will provide input and answer questions at the Feb. or March Board meeting.
4. **Alarm System:** The Village is presently accepting bids on fire/smoke & security alarm systems for all Village buildings.

OLD BUSINESS:

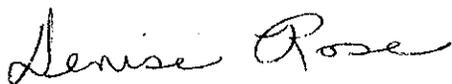
1. **Grant Applications:** The Merrilat & Farver Grant applications were turned down. It may be possible to reapply under the name of the Village.
2. **Guidelines:** Frank Riley reviewed and suggested several changes, which were made. A motion carried to accept the Guidelines as presented. (Amen! Thank you, Pam!!!!)
3. **Ceiling Leaks:** Repaired by DPW and seems to be fine.

NEW BUSINESS:

1. **Hiring of Engineer:** Jim will provide several possible names of reliable engineering firms and advise on how to advertise for bids.
2. **Presentation by Blissfield Heating/Cooling:** Randy Sweeney explained how the library's present heating/cooling system functions and offered suggestions for future renovations.

The meeting adjourned at 8:40 p.m. *The next meeting will be Thursday, February 18, 1999 at 7 p.m.*

Respectfully submitted,



Denise Rose

18 February 1999

The regular meeting of the Library Board was called to order by President Connie O'Brien at 7:02 p.m. Connie Graf and Elsa Klenk were absent. Guests were Jim Wonacott and Ken Nichols.

Minutes of Previous Meeting: Approved as printed.

Communications: None

Treasurer's Report: Board reviewed January budget worksheet. Connie Graf, Connie O'Brien and Ken Nichols will meet to formulate the new budget for 1999/2000.

Report of Library Director, Barbara Klump:

1. **Bid for Engineer:** Barbara will contact various engineers (from list presented by Jim Wonacott) to request bids for building improvements.
2. **Rotary Rental:** Board discussed concerns and past problems with the rental of the auditorium by Rotary. Set-up and takedown of tables would have to be done by them if they rent auditorium.
3. **Stress Crack in Auditorium Window:** Interstate inspected the crack and said it was due to stress. They suggested that the glass be heat strengthened upon repair. The cost for repair will be \$489.00. Pam will contact Interstate to discuss options. A motion carried to have the auditorium window repaired.

Report of Committees: None

Report of Village Administrator: Jim Wonacott: Mr. Wonacott made comments on the following:

1. **Wage Increase:** This request will have to wait until next year's budget, it is not possible to consider in the present budget.
2. **New Budget:** Considerations for the new budget will be due by the March Library Bd. meeting. It was suggested that the Budget committee make up two separate budgets: one with an overall 3% increase and a second one with the requested wage increases.
3. **List of Engineers:** Presented a list of six recommended engineers.

OLD BUSINESS:

1. **Grant Applications:** Received a reply from Herrick (Jan. 19, 1999) with several questions concerning the requested grant. Connie O. has sent a reply.
2. **Lawn Mowing:** Tabled.
3. **Nonfiction Videos:** A motion carried to allow for a checkout period of one week.

NEW BUSINESS:

1. **Underwood Lawn Care:** A motion carried to have Underwood provide three lawn fertilizer applications this year (same as last year's service).
2. **Village Election:** Election will be held March 8, 1999.

The meeting adjourned at 7:53 p.m. *The next meeting will be Thursday, March 18, 1999 at 7 p.m.*

Respectfully submitted,



Denise Rose

18 March 1999

The regular meeting of the Library Board was called to order by President Connie O'Brien at 5:05 p.m. Elsa Klenk were absent. Jim Wonacott was present. Ken Nichols was welcomed as a new Board member.

Minutes of Previous Meeting: Approved as printed.

Communications: None

Treasurer's Report: Feb. Budget Worksheet: Board reviewed February budget worksheet. Connie reported that this year's budget is in very good order with 59% spent and four months remaining. A motion carried for Pam to contact Interstate Glass to get a firm estimate on replacement of the upper windows in the Children's Section and the three small windows in the restroom (with privacy glass) and custodial room. The cost is to be taken from this year's budget (#931 Building & Grounds Maintenance) as planned.

1999/2000 Budget Worksheets: The Budget Committee presented two worksheets for consideration:

1. Budget #1- based adjusted wages on 4% increase.
2. Budget #2-based on requested Library Bd. salary increases.

A discussion with Jim Wonacott dealing with budget concerns, the role of the Village Council, and the decision making process took place. A motion carried to approve the Budget Worksheet #2 (total budget of \$139,093) for submission and consideration by the Village Council. Connie O. and Connie G. will attend the Council Budget Committee meeting to express concerns dealing with the Library Budget. (Jim will notify them of the date).

Report of Library Director, Barbara Klump:

1. **Bid for Engineer:** Tabled.
2. **Rotary Rental:** Tabled.
3. **Lawn Care:** Barbara contacted Underwood's and confirmed the same service that we received last year (3 applications @\$50.00 each).

Report of Committees: None

OLD BUSINESS:

1. **Grant Applications:** Waiting for response.
2. **Lawn Mowing:** Doug Winkler has expressed an interest in applying for the position. Connie O. will present him with a copy of the Job Description and possible wages for his consideration.
3. **South Auditorium Window:** The cracked window section was replaced at the estimated cost of \$489. (No price adjustment was made).
4. **Guidelines:** Pam submitted the corrected page 7 of the approved Guidelines.

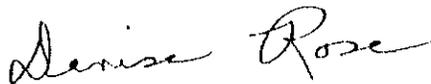
NEW BUSINESS:

1. **Slate of Officers for 1999/2000:** A motion carried to accept the following slate of officers :

President:	Connie O'Brien
Vice President:	Pam Van Schoyck
Treasurer:	Connie Graf
Secretary:	Denise Rose
Corresponding Sec.	Elsa Klenk
Member at Large:	Ken Nichols

The meeting adjourned at 6:25 p.m. *The next meeting will be Thursday, April 15, 1999 at 5 p.m. (*Note the time change)*

Respectfully submitted,



Denise Rose

15 April 1999

The regular meeting of the Library Board was called to order by President Connie O'Brien at 5:05 p.m. All members were present.

Minutes of Previous Meeting: Approved as printed.

Communications: None

Treasurer's Report: Connie Graf reported:

1. **March Budget Report:** Status is very good with 66% spent.
2. **Council Budget Committee Meeting:** As of yet, notification for the meeting has not been given. "Connie & Connie" (Library Accounting Team) will attend. Connie O. will contact Jim Wonacott to check if a date has been set.

Report of Library Director, Barbara Klump:

1. **Book Sale-April 22-24:** Help is needed to sort and set up on Wed. a.m. from 9-12 a.m. The Board reviewed and approved the sale of miscellaneous items for the sale. It was decided to require Bruce Monroe to use the new OSHA approved ladder and sell the old ladder in the sale. Ken Nichols offered to help Bruce move the ladder when needed.
2. **DPW Repairs:** Plumbing connections under 2 restroom sinks were replaced due to leaks and one new outside light fixture was also replaced.
3. **Engineers:** In the process of receiving bids from Finkbeiner (approximate fee of \$500.) and David Siler, Adrian (approx. fee of \$200.).
4. **Lawn Care:** A motion carried to hire Doug Winkler to provide lawn care and perform groundskeeper duties at the rate of \$25.00 per cutting, \$50.00 for the annual spring clean-up, and an hourly rate of \$7.50 to perform various groundskeeper duties.
5. **Summer Student Help:** One applicant has applied for the position. Barbara will wait to see if more students are interested in applying before making a decision.
6. **Window Repair:** Charge for the replacement window was reduced to \$433. rather than the estimated cost of \$456. It took less time to install than expected.

Report of Committees: None

OLD BUSINESS:

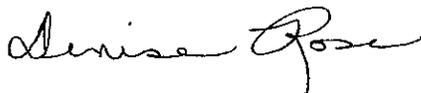
1. **Grant Applications:** Waiting for response.
2. **Window Replacement:** Pam reported that she contacted Interstate and they will send an estimate soon. The Board agreed that we would like to purchase these windows from this year's budget.
3. **Rotary Rental:** No further information has been received.
4. **Sale of Piano:** Tabled until the September meeting.
5. **Gateway Computer:** Tabled until May.

NEW BUSINESS:

1. **Acknowledgement Gift:** The Board agreed to thank Doug Winkler for his years of service on the Library Board with a gift book and Media Play Gift Certificate (\$25.00) with the cost to be taken from fine money. Elsa will send a thank you note and Dee will purchase the gift certificate.
2. **New Meeting Time:** A motion carried to change the time of the monthly Library Board meeting to 5p.m every month, except during the summer months (June, July, August) when they will be held at 4p.m.

The meeting adjourned at 5:50 p.m. ***The next meeting will be Thursday, May 20, 1999 at 5 p.m. (*Note the time change)***

Respectfully submitted,



Denise Rose

20 May 1999

The regular meeting of the Library Board was called to order by President Connie O'Brien at 5:00 p.m. All members were present.

Minutes of Previous Meeting: Approved as printed.

Communications: Elsa reported that acknowledgement notes were sent to Mr. & Mrs. Frank DeGroff, Mr. & Mrs. Jack Law, Joyce Rogers, and Joseph Hart for gifts. A thank you note was sent to Doug Winkler for his years of service on the Board.

Treasurer's Report: Connie Graf reported:

1. April Budget Report: Status is very good with 75% spent.
2. Phone Bill: A question concerning the 8-cent charge for every local call (198 local calls for total of \$15.84) was made.

Report of Library Director, Barbara Klump:

1. **Book Sale:** \$526.75 was collected. A motion carried that only current books in good condition will be accepted as donations. This decision will be at the discretion of the Library Director.
2. **Windows:** A motion carried to accept the Interstate Commercial Glass quote confirmation from 4/27/99 of \$5,680.00 for the immediate installation of 52 feet of windows (front and North side) and 3 bathroom windows (to be taken from #931 Building & Grounds).
3. **Student Summer Help:** Interviews will be scheduled as soon as possible for the 3-5 applicants.

Report of Committees: None

OLD BUSINESS:

1. **Salary Increases:** A 10% salary increase has been granted for Barbara for this year and a 7% increase for Susan, it is unclear whether another increase will be given for next year.
2. **Grant Application:** Herrick Foundation awarded the library a grant of \$67,800.00. The check had to be returned and placed on hold until the Board can finalize plans for the improvements. The Board expressed their dissatisfaction

with the article in the Adrian Telegram in which pressure was placed upon the Farver Foundation.

- 3. Gateway Computer:** A motion carried to purchase a Gateway Computer as per the estimate presented with the possible addition of security software with the total cost not to exceed \$2500.

NEW BUSINESS:

- 1. Replacement of the Custodian:** Bruce Monroe has submitted his resignation (May 16, 1999) but will continue to work until a replacement can be hired. Barbara and Connie O. will contact Lisa Patterson and Doug Winkler to see if they would be interested in applying. Salary will be discussed at the time of hiring.

- 2. David Siler/Siler Associates:** Mr. Siler presented his proposal for professional services, which would involve a comprehensive analysis of the present roofing & mechanical systems. Discussion and questions followed. Two motions were made and carried:

1. A motion carried to accept David Siler to provide an evaluation service proposal and comprehensive analysis of the present roofing and mechanical systems with the eventual goal to provide bidding and construction documents to replace the roof and upgrade the HVAC system with the understanding that if the project scope grows significantly that the additional cost will be discussed.

2. A motion carried to request Mr. Siler to evaluate and make recommendations for possible improvement options on the present front entrance.

- 3. Decorating Schultz/Holmes Gravesite:** Dee will take of this.

The meeting adjourned at 6:40 p.m. *The next meeting will be Thursday, June 17, 1999 at *4 p.m. (*Note the time change)*

Respectfully submitted,



Denise Rose

17 June 1999

The regular meeting of the Library Board was called to order by President Connie O'Brien at 4:09 p.m. Connie Graf and Ken Nichols were absent.

Minutes of Previous Meeting: Approved as printed.

Communications: None

Treasurer's Report: None

Report of Library Director, Barbara Klump:

1. **Air Circulation Timer:** Timer mechanism has burned out. It will be manually operated until the improvements on the system can be made.
2. **Architect:** Finkbeiner was notified that their services would not be needed; a bill for their services needs to be submitted. David Siler is out of town and was not able to present his analysis at this meeting. A Building Committee was formed (Connie O., Pam, Elsa & Dee) to meet with David Siler as soon as possible and expedite building plans.
3. **Blissfield Township Fire Dept.:** A motion carried to contribute \$65.00 towards a sponsorship of 50 students for the Blissfield Fire Safety & Burn Prevention program (to be taken from the fine fund).
4. **Custodial Applications:** Two applications were received. A motion carried to hire Nancy Seeburger as custodian to start at \$6.75 per hour for a six-month probationary period. A motion carried that if Nancy Seeburger does not accept the position, the custodial job will be offered to Jona Schoonver, the second applicant.
5. **Flowers:** Elsa planted the front porch pots and area in front of the holly hedge. Thanks, Elsa.
6. **Investment Groups:** A local investment group has requested that the library subscribe to several investment publications for public use. A decision concerning possible subscriptions was tabled to allow Pam time to investigate and gather more information concerning these subscriptions.
7. **Phyllis Robertson's Will:** 15% of Phyllis Robertson's estate has been left to the Schultz-Holmes Memorial Library

for the purchase of nature books and Michigan history books.

8. **Student Employee:** Sara Paul was hired and will begin 6/21/99.

Report of Committees: None

OLD BUSINESS:

1. **Windows:** Job was completed and the bill needs to be submitted as soon as possible.
2. **Grant Application:** No further word.
3. **Gateway Computer:** Barbara will order a new computer with printer as per submitted estimate (\$2446.), to be submitted for payment from the present budget. "Guard Dog" security software will be purchased separately (hopefully to be taken from the present budget).
4. **Decorating Graves:** A planter has been placed at the site.
5. **Telephone-Cost of Local Charges:** Barbara will check past bills and contact phone company to investigate the increase in local charges.

NEW BUSINESS: None

The meeting adjourned at 5:06 p.m. *The next meeting will be Thursday, July 15, 1999 at 4 p.m.*

Respectfully submitted,

Denise Rose

July
15 June 1999

The regular meeting of the Library Board was called to order by President Connie O'Brien at 4:10 p.m. Dee Rose and Pam VanSchoyck were absent. Jim Wonacott was also in attendance.

Minutes of the Previous Meeting: Approved as printed.

Communications: Elsa Klenk will send a thank you to Beverly Kerbawy for a framed print given in memory of Lois Ann Hahn. Carol A. Bowen Stevens will get a thank you for a historical reference book that she gave to the library.

Treasurer's Report: Connie Graf reported:

1. There was no report (Jim W. stated there would be no printed report for June as it was the end of the fiscal year.)
2. Jim W. presented the 1999-2000 budget. There was no time prior to the meeting to look the budget over in depth. More discussion will take place at the August meeting.

Report of Library Director, Barbara Klump:

1. Circulation reports were presented. One report shows the total circulation by month; circulation by Adult Books, Juvenile Books, Magazines, Books on Tape, Videos, Misc., Interloans, and Transfers; and Items Charged Out by Adults, Juvenile, Staff and Nonresidents. Barb will send this report to the Council. The second report was a more indepth circulation report. This report will be presented to the library board in June and December.
2. The Gateway computer is here, but still in boxes.
3. New Employees - Nancy Seeburger started working as custodian June 21, 1999 for \$6.75. She is working out very well and Barb wondered if a merit pay raise would be in order before the 6 month probation period was up. This will be discussed again at the September meeting. Sarah Paul was hired June 22, 1999 to work 10 hours a week for \$5.15 an hour. Her position as student employee and a pay raise will also be discussed at the September meeting.

Report of Committees: None

OLD BUSINESS:

1. Grant Application: Connie O'Brien sent a letter to the Sage Foundation asking for financial assistance for the roof and heating/cooling project. No response yet.
2. David Siler (roof, heating/cooling project.): Ken Nichols made a motion and it was seconded by Elsa Klenk to accept Option 3 from the Dave Siler "Preliminary Estimates for Building Improvements" dated July 1, 1999 to include the ceiling, lighting, and roofing replacement for an estimated cost

of \$130,300. Motion carried.

3. Request for Investment Periodicals : Tabled. Mike VanSchoyck is investigating internet possibilities. Cost is a major factor at this time.
4. Telephone - cost of local calls: Connie Graf reported that because the library has a business phone, all locals calls are assessed an .08 fee. This has been in effect for about three years. Ken Nichols confirmed this information.

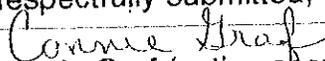
NEW BUSINESS:

1. Auditorium Rental for Quilt Show: A quilt show will take place in the auditorium on Sept. 4 & 5 as part of the 175 birthday party for Blissfield. There will be no rental fee as this is being done on behalf of the Village Council. The library hopes to have things on display during this time also.
2. Time Limit for Auditorium Rentals: Barb brought this idea to the board on behalf of the current custodian. Her concern was the possibility of late night rentals on Friday or Saturday (11 or 12 at night) and getting the auditorium cleaned in time for a rental the following day. There is already a 5 hour limit and there have been no problems in the past, so it was decided to leave as is.
3. Lock on East Auditorium Door: Barb asked that we consider getting locks on these doors for security reasons when the heating system is changed and the auditorium/library doors will have to remain closed. This was tabled until the renovation project is complete.
4. 2 - Six Drawer Card Catalog Units: Connie Graf made a motion that we sell the two units to Mr. Nichols for \$25 a piece. Elsa Klenk seconded the motion. The motion passed with 3 yes and 1 abstention.
5. \$500 Consulting Fee to Finkbeiner: Jim Wonacott addressed this issue. The \$500 was originally taken from the Gift Money/Savings Acct. Connie Graf is to tell Peggy Nieman at the Village Office to deduct \$500 from the 1998-99 library budget and credit the savings acct with \$500. Connie is also to tell Peggy to do away with Gift Expense, Line # 10173082700 on the library budget.
6. Locked Display Case: Connie Graf made a motion to set up a committee of Connie O'Brien and Barb Klump to investigate and purchase a locked table-type display case not to exceed \$800. Money to be taken from Gift Money/Savings Acct. Seconded by Elsa Klenk. Motion carried.
- *7. Meeting with Mr. Siler: For anyone that can come, there will be a meeting with Dave Siler on Tuesday, July 20 at 12:00 in the library auditorium.

The meeting was adjourned a 5:12 p.m.

The next library board meeting will be Thursday, August 19, 1999 at 4:00 p.m. (Please note the time change for summer meetings.)

Respectfully submitted,


Connie Graf (acting secretary for Dee Rose)

19 August 1999

The regular meeting of the Library Board was called to order by President Connie O'Brien at 4:02 p.m. All members were present.

Minutes of the Previous Meeting: Date corrected to read: "15 July 1999".

Communications: None.

Treasurer's Report: Connie Graf reported:

1. July report was not available. The amended June report was presented. The 1998-99 budget was adjusted by \$2,000. due to an error in the billing of the windows (the windows were charged to the 98-99 budget, rather than the 97-98 budget.)
2. The 1999-2000 budget was discussed.

Report of the Library Director, Barbara Klump:

1. **Display Case:** Barbara and Connie O. ordered a case (7/16/99) from Brodart catalog for approx. \$690.00. Delivery in 4-6 wks. If it arrives unassembled, Ken Nichols offered to help assemble it.
2. **Telephone Calls:** Library staff is now using intercom # for calls to Village Office, DPW, etc. to help reduce phone bill.
3. **Dumpster:** A lock has been placed on the dumpster to prevent illegal use of it.

OLD BUSINESS:

1. **Accepted Roofing Bid:** Jim Wonacott has requested that copies of contracts and specifications (or any other official documents) dealing with the building improvements need to be kept on file at the Village Office.
2. **Grant Applications:** Both Farver and Herrick Foundations were updated concerning the building program through a letter from the Library Bd. President. No response as of yet.
3. **David Siler/Vern Fry:** David has not been able to contact Vern Fry, he will continue to attempt to receive needed information. Connie will call David to expedite project progress.

4. **Investment Groups:** Pam researched Internet investment sites and found no free sources available for use by Library patrons. Discussion followed about possible subscriptions (Wall Street Journal, Morning Star, etc.) Barbara will check into current subscription price for the Wall Street Journal and will present it at the next meeting.

NEW BUSINESS: None.

Tabled until the next official meeting:

1. Piano
2. Nancy Seeburger-raise.
3. Starting wage for sixteen year olds.

In lieu of the regular scheduled September meeting, a Special Meeting will be scheduled to accommodate David Siler. The public will be notified as well as all Board Members.

The meeting adjourned at 4:45p.m.

Next regular meeting will be October ~~5~~, 1999 at 5 p.m.

Respectfully submitted,

21

Denise Rose
Secretary

16 September 1999

The regular meeting of the Library Board was called to order by President Connie O'Brien at 4:17 p.m. Connie Graf was absent. Guests present were David Siler, Jim Wonacott, and Ken Schaedler.

Minutes of Previous Meeting: Approved with one correction made to the date of the October regularly scheduled meeting changed to October 21.

Communications: Elsa sent two thank you acknowledgements: 1. Lenawee County Clerk's Office for a donated book. 2. Monetary gift from Ruth Schneider in memory of Leonard Schneider.

Treasurer's Report: None

Report of Library Director, Barbara Klump:

1. **Auditorium Floor & All Windows:** Upon completion of the building project, Barbara will contact Gritz's Cleaning Service to clean the windows and auditorium floor.
2. **Display Case:** Jim O'Brien completed assembly and it is now in place. Barbara will contact company to request a shelf bracket, which was missing upon delivery.

Report of Committees: None

OLD BUSINESS:

1. **Bid for Replacement of Heating/Cooling System:** David Siler presented plans to Board. The job will be put out for bids, hopefully, within two weeks. David will meet with the Board again to present final proposal prior to putting the package out for bids. David expressed other concerns: 1. The project can be completed more quickly if the library was closed during construction (approx. time-1 month). The Board agreed that the library would have to close during this period. 2. David requested time to recheck the previous estimate. As the job has expanded, he is encountering an increase in the overall cost of the project. Extra consideration will be needed for consultant fees.
2. **Roofing Job:** Superior Roofing has almost completed the job. David Siler made a recommendation for the roofing trim (stone white). Pam Van Schoyck made a motion to use the stone white trim as recommended. Seconded by Ken Nichols. Motion carried. David reported one change was made in the cost due to a difference from the original blueprints (perimeter wood trim had to be added since it was not present as indicated in blueprints). An upper window was broken during construction and is being replaced by Maple City Glass.

Barbara faxed the exact specifications to insure proper window replacement. Superior Roofing is to be paid directly (Village Office will need invoice).

3. Grant Applications:

Farver: They will make decision after bids are presented.

Herrick: They have requested actual invoices before funds can be released.

4. Investment Groups: The cost for the Wall Street Journal is \$175.00 for 52 weeks. A motion was made by Ken Nichols to purchase a one-year subscription. Pam Van Schoyck seconded. Motion carried.

NEW BUSINESS:

- 1. Nancy Seeburger Evaluation:** Barbara reported that she has been very pleased with her job performance. She began June 21, 1999 at \$6.75 per hour. A motion was made by Pam Van Schoyck to increase Nancy Seeburger's hourly wage to \$7.25 effective immediately. Dee Rose seconded. Motion carried. (Connie will contact Connie G. to notify Village office).
- 3. Story & Clark Piano:** Discussion took place concerning the future of the piano. It was decided to donate it to a school. Ken Nichols will contact Blissfield Schools first. If they do not want it, then Dee will contact Deerfield Schools, and if they don't want it, then Pam will contact Summerfield Schools. Hopefully, it will find a new home soon.
- 4. Folding Doors:** A motion was made by Pam Van Schoyck to have the DPW remove and dispose of the folding doors. Dee Rose seconded. Motion carried.
- 5. Starting Salary for Summer H.S. Help:** Tabled until spring.
- 6. Trees:** Barbara will contact Doug Winkler to have the trees trimmed.

The meeting adjourned at 5:40 p.m. *The next meeting will be Thursday, October 21, 1999 at 5 p.m. unless notified otherwise.*

Respectfully submitted,

Denise Rose

21 October 1999

The regular meeting of the Library Board was called to order by President Connie O'Brien at 5:00 p.m. Ken Nichols was absent. Guests present were David Siler, Jim Wonacott, and Ken Schaedler.

Minutes of Previous Meeting: Approved as printed.

Communications: Elsa sent one thank you acknowledgement to Ned Miller for a set of photographs that he took of the roofing project. Thank you notes were read from Connie O'Brien for the planter she received following her surgery and a note from Blissfield Elementary for the donation of the baby grand piano.

Treasurer's Report: Connie Graf presented the June-September 1999 Library budget reports. 23% of the 1999-2000 budget has been spent as of the end of September-right on target. The Approved Budget for 1999-2000 was also presented.

Report of Library Director, Barbara Klump:

1. **Folding Doors:** DPW removed 10/8/99.
2. **Gift of Photos:** Ned Miller presented a set of photos taken of the roofing project.
3. **Piano:** Blissfield Elem. accepted donation of the baby grand piano. They picked it up 10/8/99.
4. **Tree-trimming:** Doug Winkler has completed trimming and has begun fall clean up.
5. **Glass Windows:** Barbara reported a problem with birds flying into the windows (6 dead birds this week). No solution to the problem has been found.

Report of Committees: None

OLD BUSINESS:

1. **Bid for Replacement of Heating/Cooling System:** David Siler presented the Heating/Cooling/Lighting plans and bid advertisement document & instructions. Bids will be due by 4:00 p.m. Tuesday, November 9, 1999. The estimate for the cost of the project has not been finalized; however, David will have the figure to us soon.
2. **Roofing Job:** Superior Roofing has completed the capping. The broken window was replaced and damaged brick repaired. Final payment will be withheld until other damage repairs are completed.
3. **Grant Applications:**
Herrick: Connie O. sent a copy of the Superior Roofing invoice and David Siler's fee (Total of \$33,908.) for their consideration. The

Herrick Board will review the invoice at the end of October and hopefully will release funds.

Sage Foundation: rejected the Library Bd. request for funds.

4. **Location of Inside Ladder**: David Siler reported that the ladder will be located on the west wall of the boiler room.

NEW BUSINESS:

1. **Water Leak**: DPW capped faucet, no further problems.
2. **Cemetery Planter**: Removed and stored at Dee's house.
3. **Snow Shoveling**: Barbara will contact Doug to see if he is interested.
4. **Tabled Items**: Connie O. presented a list of tabled items to be completed in the future.

The meeting adjourned at 6:30 p.m. ***The next meeting will be Thursday, November 18, 1999 at 5 p.m. Everyone is welcome to attend the opening of the Heating/Cooling Bids at 4 p.m. on Tuesday, November 9, 1999.***

Respectfully submitted,

Denise Rose

18 November 1999

The regular meeting of the Library Board was called to order by President Connie O'Brien at 5:04 p.m. Elsa Klenk was absent. Jim Wonacott was present.

Minutes of Previous Meeting: Approved as printed.

Communications: None

Treasurer's Report: Connie Graf presented the October 1999 Library budget report and everything appears to be in order. A question about the increased water bill was brought up.

Report of Library Director, Barbara Klump:

1. **Auditorium Rental Policy:** Barbara presented three changes in the present rental policy. Pam Van Schoyck made a motion to accept the changes to the current Auditorium Rental Policy as presented. Seconded by Connie Graf. Motion carried.
2. **Roof Trim/Corner Trim:** The missing trim was replaced by Superior Roofing. All other requested repairs have been completed.
3. **Front Lights:** The 2 front lawn lights are not working and cannot be repaired. The timer has been adjusted on the front light so it will remain on all night. Replacement will be tabled until after the completion of the construction project.
4. **Shrub:** One of the shrubs in the south planting needs to be replaced. Tabled until after the construction project.
5. **Snow Shoveling:** Doug Winkler has agreed to handle the snow shoveling.
6. **Workshop:** Nancy and Susan attended a workshop in Albion on 11/18/99. The workshop dealt with homework helpers with an emphasis on using the web and library resources.

Report of Committees: None

OLD BUSINESS:

1. **Bids for Replacement of Heating/Cooling System:** The bids that were received 11/9/99 for the HVAC project were reviewed. Ken Nichols made a motion to accept David Siler's recommendation for the low bid of \$175,843.00 from Fry Mechanical pending financing within the 90-day period. Seconded by Connie Graf. Motion carried.
2. **Roofing Job:** Superior Roofing received final payment upon completion of requested repairs. Connie O'Brien will verify with David Siler that the future authorized modifications will not affect the DuroLast 15-year warranty on the roof.
3. **Grant Applications:**
Herrick: Received full funds requested (\$33,908.) for roofing project.

Farver: Requested more information concerning library usage and availability of other funds for HVAC project. Connie O'Brien is keeping them updated with current information in hopes of receiving funds.

4. **Water/Gas/Water Leak**: Jim Wonacott will contact the DPW to check on their availability to complete the job.
5. **Outlet**: Doug Winkler was able to locate an outlet under the front windows.
6. **Employee Pay during Construction**: Connie Graf will contact Frank Riley for possible guidelines that could be used in determining if/how employees will receive pay during construction layoff period.

NEW BUSINESS:

1. **Elsa**: A fruit basket was sent following her recent surgery.
2. **Filing Petitions**: Connie Graf and Dee Rose have decided not to seek re-election. Other possible candidates were discussed to fill their positions.
3. **River Raisin Festival Committee**: The R.R. Committee has requested to meet in the auditorium at no charge. Connie Graf made a motion to allow the River Raisin Festival Committee to meet in the auditorium and waive the rental fee. Pam Van Schoyck seconded. Motion carried.
4. **Library Items (to be kept or not)**: Barbara will compile a list of all items to be considered for dispersal. Tabled for consideration at Dec. meeting.

The meeting adjourned at 6:16 p.m. *The next meeting will be Thursday, December 16, 1999 at 5 p.m.* Blueprints were reviewed following the meeting to answer questions and/or possible problems.

Respectfully submitted,

Denise Rose

16 December 1999

The regular meeting of the Library Board was called to order by President Connie O'Brien at 5:05 p.m. Elsa Klenk was absent.

Minutes of Previous Meeting: Approved as printed.

Communications: Elsa sent an acknowledgement of thanks to Bonnie Hull, representing the Wed. Night Bridge Club, for the donation of three books in memory of Elaine Furgason. A thank you note from Elsa was read for the fruit basket sent from the Bd.

Treasurer's Report: The Village office did not have the report prepared as requested.

Report of Library Director, Barbara Klump:

1. **Notice of Board Openings:** A notice about the Board openings has been posted on the kiosk. No inquiries.
2. **Gifts:** Three books were donated by the Wednesday Night Bridge Group (Bonnie Hull) in memory of Elaine Furgason.
3. **List of Library Items to be considered for Dispersal:** Barbara is continuing to compile a list.
4. **Personnel Files:** Barbara is reviewing past reports to gather dates, etc. in order to write up factual descriptions of any incidents.
5. **Snow Shoveling:** Doug Winkler has been sent a description of the snow shoveling job and a schedule of rental dates for this month.
6. **Village Pension Plans:** The Village Council is reviewing various pension plans in order to find a better plan. They also have discussed the possibility of offering some type of bonus plan after 5 years employment, 10 years, etc. Discussion followed about the village pay increases. The Board feels that some clarification is needed and will discuss with Jim Wonacott at a future meeting.
7. **Summer Reading Workshop:** Barbara will be attending the Mich. Library Assoc. Summer Reading Program workshop on Jan. 14, 2000. She would like to check into the availability of possible programs to be used at the conclusion of the summer reading program (if the County does not provide a program). Last year's program went very well.
8. **Y2K Meeting:** The Village will be holding a discussion on Y2K in the Auditorium on Tuesday, December 27 from 8-9a.m. Barbara will attend as the Library Representative.

Report of Committees: None

OLD BUSINESS:

1. Grant Applications:

Herrick: Foundation has requested that the Library Board undertake an aggressive fund-raising campaign for the additional funds needed for the completion of the building improvements. If the community contributes a substantial portion, the Foundation may consider an additional grant over and above the \$33,892 that is still owed from the original grant.

Farver: Reply still pending. Ken will check on progress.

2. Water/Gas/Water Leak Area: DPW has completed clean up.

3. Employee Pay: Connie Graf reported that Frank Riley recommends continuing pay for Barbara and Susan during building improvements. This would be to our advantage, but they should be expected to work as much as possible during this period. Part-time employees should not report to work or receive any pay. They will be called back following construction project.

NEW BUSINESS:

1. Endowment Fund: The possibility of establishing a Library Endowment Fund was discussed. Due to questions, the Board felt the need to meet with Frank Riley before a fund can be set up. Connie O'Brien will invite Mr. Riley to the next scheduled meeting.

2. Anonymous Gift: A \$10,000 gift has been made to the Library in memory of William J. Klenk to be used towards the Heating/Cooling Project. Connie O. will contact the donor for approval of an acknowledgement in the newspaper.

3. Barbara Klump's Retirement: Barbara is approaching regular retirement age, however, she would like to continue in her present position. She will contact Laura to check on the current pension plan and the options presently available.

The meeting adjourned at 6:12 p.m. *The next meeting will be Thursday, January 20, 2000 at 5 p.m.*

Respectfully submitted,

Denise Rose