

Flat Rock Public Library
Board of Directors Meeting
Minutes March 15, 2023

Meeting called to order at 4:33pm

I. ROLL CALL OF MEMEBERS:

Present: Dave Beddingfield, Tina Page, Tom MacDonald, Adrienne Clements, Krystal Caasi

Excused: Wendy Clark

Guests: Michael Cummings, Library Director

II. APPROVAL OF AGENDA:

Motion by Beddingfield, supported by MacDonald to approve Agenda. Motion Carried unanimously.

III. APROVAL OF MINUTES:

Meeting of January 18, 2023. Motion by Beddingfield supported by MacDonald. Motion Carried unanimously.

IV. Financial Report:

Motion to accept report as printed by MacDonald. Supported by Clements. Motion Carried unanimously.

V. PUBLIC COMMENTS:

None.

VI. Old Business:

1. Secretary O'hara – Still looking for when she started. Presented a draft of the certificate. Inform Mayor Hammond when too add this to a Monday council meeting.
2. TLN – Patron Type – Now Gen Low – revised glitches and should be working correctly now
3. Entry Doors – Estimates solicited – 5 door companies were contacted. One said they would come in to give an estimate for door replacement
4. Water Fountain – A grant Is possible for handicap compliance. Voting on provided options. Option 2 was motioned by Page. Supported by Clements. Passed by majority with a no vote from Beddingfield.
5. Interior Painting and Exterior Work – combined items 5 & 6. DPS will not be able to work on the paving work. Director od DPS suggested a contractor is hired. If the Library can jump onto a project with City work could be cheaper. Library Landscaper has a recommendation. Interior painting and pavers can both be put up for bid and completed by outside sources. Clements Motion they be put up for bid. Supported by Page. Motion carried unanimously.
6. Exterior work – combined into item 5.
7. Carpet Cleaning – completed

VII. New Business

1. Substitute Librarian – question on requirements – gentlemen who is a part time youth librarian in Melvindale. Already into his Library Science program, not completed yet. Is

the board comfortable hiring him while he is still attending? Policy changes would need to be made. In the interim we can let him know we are interested. Will only be here as needed and is familiar with the TLN network. Motion to allow him to start since he is actively working on his degree and is currently enrolled. Motion to allow him to start with intent at next meeting to change the policy. Motion by Page. Supported by MacDonald. Motion carried unanimously.

2. Policy – Book Revisions – to be changed next meeting. Physical book and digital copies have been received.
3. CPR Training/ AED Defibrillator – staff asked about training. The training is free. The cards would be a small fee to get. Estimated at \$5/\$10 each.

VIII. **Youth Report**

1. Programs – are going well. Story times are getting 25-30 not including parents and siblings each event.

IX. **Directors Report**

1. State Aid Report Submitted – on time no responses.
 - A. Disbursed in two phases. May and sometime later in summer.
2. Gibraltar Contract – needs to be revised – new City Clerk is confused on the age requirement – Zick said they should be paying since they accepted the invoice. The contract needs to be renewed at a later date.
3. Computer – replacement/ old computer sales \$450/ phones – only computer not replaced was the Director’s computer. This one is fine as is. Nine were sold. There is one left for sale – was being held in case there was a major issue with one that was sold. 3 more that could potentially be sold as is. Dennis says the phones are fine and they have been working for a while. When a switch is made – suggestion to go back to landline phones.
 - i. IT Personnel – working from home from out of state. He just connects in for smaller issues. Sometimes it is needed that he needs someone in the library working with him. He communicated with the library network and is confident they have people that are available that can help out. City contracts out and they may be able to help if needed. We pay TLN for assistance and would be the first to reach out for other than Dennis.
4. Clean Net – (Cleaning Crew) – do we need to do a new bid? The family that comes in and cleans is great. The company sent out a representative out and the contract has not been signed. We pay them about \$1100 a month. It’s about \$44 a day for cleaning. The company gets most of that money. They come 6 days a week and are here about an hour a day. Putting this up for bid by Library Director Michael Cummings. The plan is to vote on the bids for next meeting.
5. Programs
 - I. Game Nights – Uno tournament has 2 signed up.
 - ii. Presentations
 1. Steve Rhineland 1/23
 2. MET/MESP 2/23 – not in February - rescheduled for last week. Had two families.

- 3. Patti Smith – next week about Michigan Beer – A Heady History of Beer in Michigan.
- 4. Marty Gitlin 4/23 – was here in the fall – is moving to the east coast. Will be on Detroit Tigers – Let’s Go Tigers. The date is wrong.
- 6. COVID Test kits – Still getting them out. We got more last week.

X. **Correspondence**

None.

XI. **Public Comments**

Sue

-budget \$14,000 for janitor

-Handicap Doors – 8 years to get with Grant

-Do we need a water fountain? Is it an OSHA requirement? Why is it needing replaced?

-The city is doing work for the library? – suggests they find it on their own and let the Board vote on it.

-Budget – against Library in Riverview for consideration

-number crunching – \$57,000 on collection in Riverview vs our \$29,000 for collection.

\$15,000 reduced this year for youth. \$7,000 collection reduced from last fiscal year. \$5000 less for programming in budget. Not getting new adult material. A lot of adult books must be ordered from other libraries. Friends of Library paid \$200 for Gingerbread Program alone. Please consider upping the budget.

-Did the staff get the yearly raise of 10 cents an hour? The clerks have mentioned to me they have not. Answer from the board– they got about \$1 each this fiscal year.

XII. **Board Comments**

Clements – appreciate Sue bringing up the collection. How can we build a stronger collection? Can we have future conversations about growing the collection?

XIII. **Adjournment** - MacDonald Motion to adjourn at 6:01pm. Clements Supported. Motion carried unanimously.

President _____

Secretary _____
