

**Flat Rock Public Library
Board of Directors
Minutes September 21, 2016**

Meeting called to order at 4:32 p.m.

ROLL CALL OF MEMBERS:

Present: Tom MacDonald, Frank Hamet, Paul Gagne, Charlene Smith
Excused: Ruth Vack
Guests: Rachel Lee

APPROVAL OF AGENDA: Add Library Director Evaluation to Old Business, add P&P 3.19 to New Business.

Motion by Hamet, supported by MacDonald to approve the Agenda as amended. Motion carried

APPROVAL OF MINUTES:

Motion by Gagne, supported by MacDonald to approve the minutes of July 20, 2016 as discussed. Motion carried.

APPROVAL OF FINANCIAL REPORT: Board questioned Contingency Fund balance of 0. Director will check with the City Treasurer and email his answer to the Board.

Motion by MacDonald, supported by Hamet to approve the May 31, 2016 Financial Report as presented. Motion carried.

PUBLIC COMMENT: None

OLD BUSINESS:

1. Parking Lot, External Lights: Quotes received, replace the lights.

Motion by Hamet, Supported by Gagne to begin replacement of External Lights immediately. Aye: MacDonald, Smith, Gagne. Nay: Hamet. Motion carried.

2. Security Camera System: Table
3. Window: Window repaired for \$180.
4. 5-10 Year Plan: see External Report: Director will send to Board
5. Library Director Evaluation: Evaluation on Director's Professional Goals which include Strategic Plans for Budget and Staff Relationships. Yearly Evaluation presented at May meeting.

NEW BUSINESS:

1. Active Shooter (and other threats): Currently no policy. Police Chief to address the staff on Active Response on October 24, 2016. Director to present updated P&P 3.19 at November mtg.
2. Neon Lights: Director will contact Building Dir. For ideas. Put on 5-10 Year Plan.
3. Commercial Building Inspection: Building Inspector L. Dishaw noted this is a winter project. Director will get inspection estimates and determine if the City Building Inspector or a private company will be doing the inspection. Table

4. World Book Encyclopedia: Bound and digital copies of the 2017 Edition cost \$1000. Replace now and every 3 years to remain current. Director will order a Bound set.
5. P&P for 3.19 Responsibilities and Conduct: To be reviewed and rewritten. Table to November meeting.

REPORTS

DIRECTOR'S REPORT: See attached.

1. Gibraltar: No changes. Director will contact Gibraltar in January 2017.

CORRESPONDENCE: None

BOARD COMMENTS:

Gagne: Questioned if the Suggestion Box was utilized and helpful, No real results per Director.

Smith: None


Hamet: None

MacDonald: Speedy recovery to Ruth Vack.

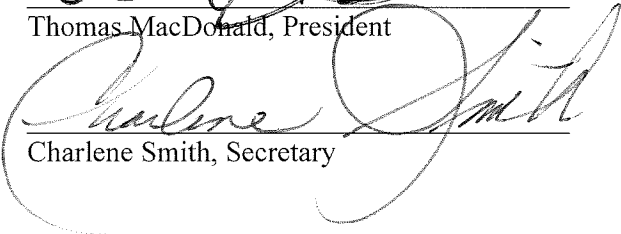
The next meeting will be held on Wednesday, November 30, 2016 at 4:30pm. There being no further business to discuss a motion was made by MacDonald, supported by Gagne to adjourn the meeting at 5:56 p.m.

Respectfully submitted,

Marie O'Hara
Recording Secretary



Thomas MacDonald, President



Charlene Smith, Secretary

11-30-16
Date

11/30/16
Date