

**Flat Rock Public Library
Board of Directors
Minutes July 15, 2015**

Meeting called to order at 4:35 p.m.

ROLL CALL OF MEMBERS:

Present: Tom MacDonald, Frank Hamet, Paul Gagne, Charlene Smith

Excused: Ruth Vack

Guests: Brian J. Marciniak, Flat Rock City Treasurer, Rachel Lee

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Motion by MacDonald, supported by Gagne to approve the minutes of May 20, 2015 as presented. Motion carried.

APPROVAL OF FINANCIAL REPORT:

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

PUBLIC COMMENT: None

OLD BUSINESS:

1. Building (Emergency Door in Children's Area) Door not closing and sealing properly. Director will hire a handyman to repair door.
Parking Lot (Flooding) – Cones are placed around water. Nothing can be done due to library parking lot being located so near the creek
External Lights: Keep on agenda, table indefinitely.
2. Extended Library Hours: Director will conduct a survey to determine public preference for hours, morning vs evening extended hours. Working with survey, patrons and employees to have the library open 42 hours per week without 10 hour work days for librarian or hiring a part-time librarian.

Motion by Gagne, supported by Smith to table to the September meeting. Aye: Gagne, Smith, Hamet. Nay: MacDonald Motion carried.

3. Questions for Mr. Marciniak:
 - a. Current Fund Balance: \$99,689. Suggested \$125,000 be maintained.

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- b. Reading Financial Report: Several suggestions given to the Board regarding revision of the Budget to reflect more accurate description. Revenue - 443.000, Tax Admin. Fee and 445.000, Int. & Penalties on Taxes are old account numbers, reduce to 0. Appropriations - 706.800 Clerical be moved to 801.101, Intergovernmental Charges for SE (Services performed by the City for the Library, i.e., payroll.)
 - c. Monthly Expenditures: Cannot speak to Librarian items, only regular accounting items. Bond will be repaid in 2 years.
 - d. Other Contracts: Being reviewed by the City (phone).
 - e. Obamacare: Keep part-time employees under 29 hours.
 - f. Sealing of Parking Lot: Wait to seal until it is repaired. Table until Bond is paid and a decision is made regarding the library building maintenance and city hall.
4. Aspen Blvd Timeframe: Will be completed by the end of July.
 5. 5-10 Year Plan: Director will gather budget information on major repairs/purchases and present a written report.
 6. David Maurer – Sick time Compensation Inquiry: Library policy states employee must be employed for 15 years to be eligible for compensation. Mr. Maurer was employed for 13 years, therefore no compensation will be given.

NEW BUSINESS:

1. Library Director's Self-Evaluation: Good report, very beneficial to the Board. Per Policy 5.26 Library Director Performance Based Pay increase of 1% suggested.

Motion by Smith, supported by Hamet to give Director Lee a 1% pay increase effective July 1, 2015. Yea: Smith, Hamet, MacDonald. Nay: Gagne Motion Carried

2. Registration/renewal of library cards (Policy 3.10): The library will accept verification of residency via Smartphone. Director will update Policy 3.10 to reflect change and submit for approval at the September meeting.

REPORTS

DIRECTOR'S REPORT: See attached.

CORRESPONDENCE: None

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BOARD COMMENTS:

Gagne: Watch that we stay within the budget. Inquired how PayPal was working.

Hamet: Thanked Rachel for a good job.

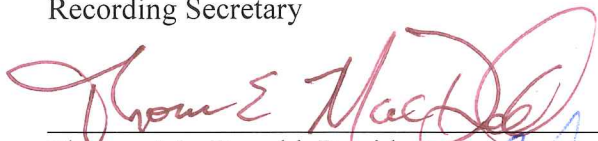
MacDonald: Thanked Rachel for a good job.

Smith: None

The next meeting will be held on Wednesday, September 16, 2015 at 4:30pm. There being no further business to discuss a motion was made by Smith, supported by MacDonald to adjourn the meeting at 6:21 p.m.

Respectfully submitted,

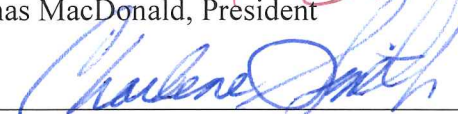
Marie O'Hara
Recording Secretary



Thomas MacDonald, President

9-16-15

Date



Ruth Vack, Secretary

9/16/15

Date