

**Flat Rock Public Library**  
**Board of Directors**  
**Minutes September 16, 2015**

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Meeting called to order at 4:34 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 Proposal for Friends Review and Board Meetings to New Business

*Motion by Hamet, supported by MacDonald to approve the Agenda with additions. Motion carried*

**APPROVAL OF MINUTES:**

*Motion by Gagne, supported by MacDonald to approve the minutes of July 15, 2015 as presented. Motion carried.*

**APPROVAL OF FINANCIAL REPORT:**

*Motion by Gagne, supported by MacDonald to approve the July and August Financial Reports as presented. Motion carried.*

**PUBLIC COMMENT:** None

**OLD BUSINESS:**

1. Building (Emergency Door in Children's Area) Repairs have been scheduled. Closed Parking Lot (Flooding) – Table  
External Lights: Gagne will check into the possibility of the high school shop students making the necessary repairs. Place on November agenda.
2. Extended Library Hours: 3 proposed schedules reviewed (attached). We will use #3 - Mon. 12-8, Tues & Wed. 10-6, Thur. 10-8, Fri. & Sat. 12-5, Closed Sunday. Open 44 hours per week. Currently open 42 hours per week.

*Motion by Hamet, supported by MacDonald to approve proposal #3 contingent on the cost for the additional hours. Motion carried.*

3. Registration/renewal of library cards (Policy 3.10). Policy reviewed, no change required.

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4. 5-10 Year Plan – Rough breakdown of expenses from fiscal years 2013-2014 and 2014-2015 presented and discussed. Director to contact other libraries of equal size regarding e-Readers. Consider requesting the Friends purchase them.

**NEW BUSINESS:**

1. Board Member Elections: Although Gagne's appointment has expired, the Board recommends that he stay on until November elections. Place Elections on the November 18, 2015 agenda.
2. Building Maintenance Incidents (Director's Report): Repairs have been made.
3. Budget Adjustments: 2015-16 Amended Budget: Changes requested/recommended by City Treasurer have been made. Amended Budget presented.

*Motion by Hamet, supported by MacDonald to approve the 2015-16 Amended Budget as presented. Motion carried.*

4. Proposal for Friends Revenue – Friends requested ideas for possible donations. Suggestions of reading program t-shirts, addition to collections, luncheons for inservice/staff meetings, e-Readers, travel for training, adult and children programs, Christmas gifts for staff. Director will submit suggestions to Friends for discussion at their November meeting.
5. Board Meetings: Hamet questioned if the Board meetings were too long, he was just curious.

**REPORTS**

**DIRECTOR'S REPORT:** See attached.

Noted possible SAM to EnvisionWare switch.

**CORRESPONDENCE:** None

**BOARD COMMENTS:**

Gagne: Watch that we stay within the budget.  
Inquired if the insurance company had responded to his inquiry on payment for water damage. Director will ask Mayor.  
Light fixtures in front of building are an eyesore.

Hamet: None

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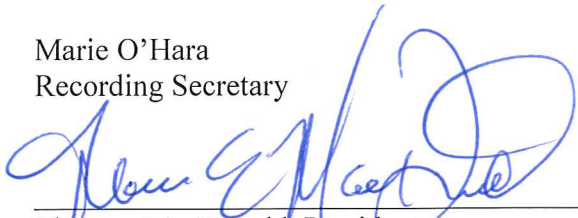
MacDonald: Congratulated and thanked Director Lee, she has been here for one year.

Smith: None

The next meeting will be held on Wednesday, November 18, 2015 at 4:30pm. There being no further business to discuss a motion was made by MacDonald, supported by Gagne to adjourn the meeting at 5:35 p.m.

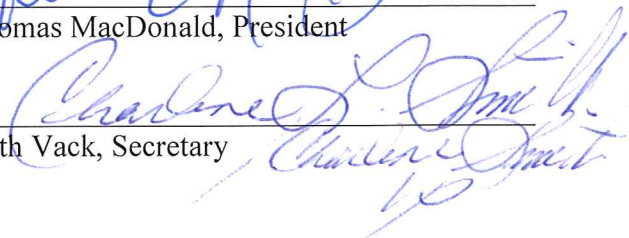
Respectfully submitted,

Marie O'Hara  
Recording Secretary

  
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Thomas MacDonald, President

11-18-15  
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Date

Ruth Vack, Secretary

  
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Ruth Vack, Secretary

11/18/15  
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Date