

**Flat Rock Public Library**  
**Board of Directors Meeting**  
**Minutes November 17<sup>th</sup>,2023**

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Meeting called to order at 4:37pm

**I. ROLL CALL OF MEMBERS:**

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

Excused: Wendy Clark

Guests: Michael Cummings

**II. APPROVAL OF AGENDA:**

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

**III. APPROVAL OF MINUTES:**

Meeting of September 20, 2023. Motion by Page 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 – Certificate Sent – signed by MacDonald and Mayor Hammond. Nothing received from her in acknowledgment of it being received.

**VII. New Business**

1. Hoopla – an electronic resource subscription – the usage has gone up and so has the cost. \$350-400 a month. 10 per month per patron. Director doesn't want to change the budget just yet to see if the increase in usage is the new normal or a short temporary spike. Budget will be off, but no changes have been suggested yet. Audiobooks is the biggest usage for Flat Rock. Tabled till January 2024 meeting.
2. Credit Card – patrons are requesting to use credit cards. We would need to set a minimum for usage of a card. Recommended to not use the card readers by City Treasurer. Director Cummings also suggested to pass for now. Tabled for later date.

**VIII. Youth Report**

1. Programs/ Story Time – No report from Connie this time of year. Things are going well. Gingerbread houses were changed to an ice cream sugar cone tree event.

**IX. Directors Report**

1. Clean Net – have not posted the job yet. City Lawyer says to post to get bids now instead of just trying to hire someone. Last inspection report was not done with someone that works for the library as normally done.
2. Covid Test Kits – we have not run out completely. Currently have about 200 or so left.
3. Policy Book -

- i. Clarification – from last meetings changes. Should the work week be listed as a 6 day work week? We used to be open 7 days a week, now only open 6 days. No change to be made. Full time employees – sick time listed separately, should they be the same? The library is trying to be similar to City Hall as how they can be used. Jury duty – part time does not get paid for Jury duty. Tabled for now. The dress code states “no denim and no sweatshirts” Denim and sweatshirts can be worn as long as there are no holes, no frays, and are clean and professional.
- ii. New Sections –
  - B. ‘Students non residents with proof of enrollment in Flat Rock city schools and a current library card from their home library’ – Monroe county students to be included as student of Flat Rock schools.
  - b. Registration/Renewal – proof of residence in the last 30 days – add ‘or a valid driver’s license ‘
  - c. Fines or bills exceeding – change from \$5 to \$15.
  - d. Statewide library Program discontinued – removed
  - e. add visiting patron card for non TLN patrons – can be activated for a limited time
  - f. Collection/development – add dvd/maps/compact discs/ public access to electronic resource
  - g. strike ‘the video collection is limited.’
  - h. Request for reconsideration – we don’t have forms. Have only had a few brought to our attention.
  - i. local history collection. Needs to be reviewed with the local history group. They will make changes as needed
  - j. Youth services - Class tours – add ‘or library director if youth librarian is unavailable
  - k. added – movies rated R/C17/Etc
  - l. “If staff member or user wishes like to obtain from another library” – add “checking the catalog or contacting the other library by telephone as necessary.”
  - m. ‘if these materials are held in the local history room’
  - o. “form may be filled out” – student needs to provide from teacher. Librarians can make notes as needed if we do not have it.
  - p. replace with new system – Carl
  - q. strike out – limit of 3 items. Will call back as needed
  - r. “calls from out of local area will be asked to be called back” – strike out #3
  - s. tax form – Kelly blue book in print – directories – all for local history – only ID for chrome books and hot spots
  - t. programs – fees and expenses – included a minimum of \$25 – strike out. ‘Library can contribute up to \$100’
  - u. Childrens programs are basic library services – add ‘to patrons’
  - v. registration for programs and library cards – available online? Will not be added yet but hope to do in the future

w. unless you are a tutoring organization or have a lot of students – free as long as a room is free

x. ‘when library is closed - key is given’ strike out. Add ‘staff member needs to be present

y. Light refreshments – alcohol beverages can be served by approval – strike out. A license would be required.

z. bulletin board and brochures – add “not to be used as a community job board’

aa. User responsibility – add ‘disruptive behavior will not be tolerated’

bb. use of alcohol etc... – add ‘vaping and e cigarettes’

cc. skate boards and roller blades add - ‘are not to be permitted in the library’

dd. no food or drink should be brought in – change to add ‘limited food and drink is allowed into the building. Dry non perishable snacks, crackers, chips nuts, and drinks in closed sealed containers with a lid are allowed. Not allowed: take out food meals and perishables pizza salads etc. drinks in open non sealed containers and delivery of food to the library. No food or drink permitted near library equipment or near bookstacks. And you must clean up your own mess’

ee. ‘calls can only be made in the lobby’ – discretion of library staff

ff. internet – add system ‘not’ for running a business.

gg. add ‘cannot override the system’

hh. \$5 raised to \$15

ii visitor user patron ‘outside of the library network’

jj. crossed out ‘only library paper may be used in the printer’ cost to print is still the same if they use their own paper

kk. headphones – add ‘earbuds’

Motion to approve changes by MacDonald. Support by Clements. Motion carried unanimously.

#### 4. Building

- i. Entry Doors – last estimate included in packet. New ones with open both sets of doors when the handicap button is pressed. Both sets of doors would be \$22,400. City treasurer says not would be a good time to update based on budget. Motion by Page to get the doors as presented. Page removed motion from the table. Motion to cap the expense for the doors at \$30, 000 by MacDonald. Support by Clements. Motion carried unanimously.
- ii. Landscaping – someone came out to spray for weeds once a month. The landscaper was out twice in the summer. Occasional court order volunteers to do light weeding. Can get extra mulch from the city if needed.
- iii. Pavers/Cement – pavers are gone and cement is in.
- iv. Knowles Painting – made a few calls and have not heard back from them yet.

#### 5. Activities

- i. Cherise Villanueva-Johnson, local children’s author. 11/11 – 13 people
- ii. Nora Jones 11/18 – a couple signed up so far
- iii. Game Nights – Euchre 11/30

iv. Game Saturday etc. – a few came in for the game night but did not end up playing.

X. **Correspondence** Police were called to the library recently. Two young girls were thought to be vaping in the library. They were told to leave. One of them was told they were banned for life. One claimed to leave her phone and was told she could not access it. Officer came out and the situation was handled. Officer told her to stay away for a while.

XI. **Public Comments** None.

XII. **Board Comments** Happy holidays everyone!

XIII. **Adjournment** - MacDonald Motion to adjourn at 6:10 pm. Page Supported. Motion carried unanimously.

**Next meeting: March 20<sup>th</sup>, 2024 @4:30pm**

President \_\_\_\_\_ -Printed

\_\_\_\_\_ -Signed

\_\_\_\_\_ -Date

Secretary \_\_\_\_\_ -Printed

\_\_\_\_\_ -Signed

\_\_\_\_\_ -Date