

**Flat Rock Public Library**  
**Board of Directors Meeting**  
**Minutes September 20, 2023**

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Meeting called to order at 4:33pm

**I. ROLL CALL OF MEMBERS:**

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

Excused: Adrienne Clements, Wendy Clark

Guests: Michael Cummings, Library Director Jo Ann Beard, City Treasurer

**II. APPROVAL OF AGENDA:**

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

**III. APPROVAL OF MINUTES:**

Meeting of July 19, 2023. Motion by Page supported by MacDonald. Motion Carried unanimously.

**IV. Financial Report:**

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

**V. PUBLIC COMMENTS:**

**VI. Old Business:**

1. Secretary O'Hare - going to send her the certificate

**VII. New Business**

1. Budget Line item – need to approve change to non fiction and fiction as separate items. The amount does not change. Motion by MacDonald to split the spending line items as designated in the hand out. Page supported. Motion carried unanimously.
2. Knowles Painting – Mike Knowles – planning on coming out in October to measure what he would need and write up a list of what is needed for bidding process so everyone is bidding on the same thing.
3. 2024 Tentative closed dates schedule that was sent to TLN. Only big possible future change will be if Juneteeth is made an official holiday at the State/Federal level. We are open for this for the current schedule. Otherwise no changes. MacDonald motion to approve tentative Calander with January 15<sup>th</sup> being the corrected MLK Day, as otherwise presented. Supported by Beddingfield to approve. Motion carried unanimously.

**VIII. Youth Report**

1. Programs/Story Time – attached list of past summer events. Younger kids attended. Not as many teens attend.

**IX. Directors Report**

1. Summer Reading – 27 adult participants
2. Community Ice Cream Day – Last day of story time this year Motor City Sweet Treats. The bank that originally was going to sponsor this backed out. He came for 3 hours with his truck and gave out over 200 bowls of ice cream for no charge.

3. AT&T Telephone Lines – dropped a line before and kept one. It used to be \$400 for both lines. Bill jumped up to \$1200 a month since we were not part of a plan. They eventually called back and said it would be between \$100-200 a month. This line was also dropped. At&T waived the fees and things. The alarm system is still working fine. The alarm says communication failure due to it looking for a backup line that was no longer there. The company re updated the system. It is working fine now with occasional beeping.
4. Clean Net – looking to put it out to bid to go with someone else.
5. Covid Test Kits – got another new shipment of kits and the speed of giving them out is picking up pace
6. Policy Book – Miachel brought only completed sections

-Table of Contents:

-Meetings change – Section 1 “Regular meetings ...” change to bi-monthly from monthly

-“Notices of meeting should be posted in city hall and posted by the secretary/treasurer at least 3 days before the meeting” Changed to Recorder Caasi posting at City Hall and sending it to the board and the Library Director. Director Cummings will post on the library doors.

- Agenda “Agenda items listed citizens to be heard” Add director and youth report lines. Change “General Discussion” to add 2 reports lines.

- No change to Library Director section

-No change to Committees

-No change to Amendments

Mission Statement – No changes

To add to policy book as updated September 2023. Motion to approve Bi laws as discussed by Page. Supported by MacDonald. Motion Carried unanimously.

Section 5:

-Conditions of employment - “hours worked at home do not count toward the 40 hour work week for salaried employees” need to add “Unless approved by Director/ At Directors discretion”

-“Director Designee must be notified within 24 hours of entry into the building” - remove 24 hours wording and replace with “within 48 hours”

-paid lunch break added “if a scheduled shift equals 6-8 hours one 15 minute break and one 30 minute lunch is granted. Should a shift exceed 8 hours they get another additional 15 minute break.”

-“Smoke break” change to “personal business break”

-“Physical exam” - left it as drug test and location for testing on new hire form

-“classifications” new hires applies to full time employees

-Compensation – no change

- Life insurance – no change
- Paid leave full time employees only – “sick leave must be taken in 4 hour increments” remove the “4 hour increments”
- other benefits – no change
- Remove page to find other location for bereavement policy.
- Employee conduct and rules – add “Cell phone” to current policy
- Building – Keys – Add “part time based on employees' responsibilities”
- Staff office – staff shall use the front door when library is open” strike. And “staff office shall not be locked” strike out.
- Performance evaluations - no changes
- Holidays – Juneteeth possible change later. None currently
- Dress code- :”in a business like manner” change to “designated staff in charge” add “library promotional attire” add “ clean, presentable, no holes, frayed” and move it to be with sweatshirts and such
- Vendor Staff accounts – no changes
- Use of computer equipment – strike out “work room computer use” out changed work room computer” to “away from circulation desk” “personal files should not be saved to a library computer drive”
- Continuing education – no change
- Volunteers – remove “community service”
- Clerical Wage increase schedule - Effective March 2022

To add to policy book as updated September 2023. Motion to approve Bi laws as discussed by Page. Supported by MacDonald. Motion Carried unanimously.

7. Entry Doors – Landscaping – Exterior Work (pavers etc.) will be closed for the brick paver work and change the staff in service day from Monday to the Friday for work to be done.
  - i. CPR TRAINING/AED Defibrillator – new fire chief owens is setting up training and working on getting an AED.
8. Activities
  - i. Tm Shannon – coming in tomorrow
  - ii. Nora Jones - Detroit Police officer that has a book out. She will be coming in October.

- iii. Game Nights – starting up again next weekend. There will be one in October and in November.
- iv. Game Saturday – patron interested in playing odd board games. (not Dungeons and Dragons). They want to play at the library now and open it to others to join.

X. **Correspondence**

None.

XI. **Public Comments** None.

XII. **Board Comments**

None.

XIII. **Adjournment** - MacDonald Motion to adjourn at 5:48pm. Page Supported. Motion carried unanimously.

**Next meeting: November 15,2023 @430p**

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

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

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

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

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

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