

**Flat Rock Public Library  
Board of Directors Meeting  
Minutes October 7, 2020**

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Meeting called to order at 4:33 p.m. by President MacDonald via ZOOM.

**I. ROLL CALL OF MEMBERS:**

Present: Tom MacDonald, Dave Beddingfield, Adrienne Clements, Wendy Clark

Excused: Sally Carter,

Guests: Library Director Michael Cummings, Susan Huntley

**II. APPROVAL OF AGENDA:**

Add library cards under New Business.

*Motion by MacDonald supported by Clements to approve the Agenda with addition. Motion carried*

**III. APPROVAL OF MINUTES:**

*Motion by MacDonald, supported by Clements to approve the July 24, 2020 Informational Meeting and September 14, 2020 Special Meeting minutes as presented. Motion carried.*

**IV. FINANCIAL REPORT:** Revenue and Expenditure, and Comparative Balance Sheet for period ended 8-31-20 were reviewed.

*Motion by MacDonald, supported by Beddingfield to approve the Financial Reports. Motion carried.*

**V. PUBLIC COMMENT:** Sue Huntley expressed desire to merge with City Hall to purchase items/share workers for some projects. Not able to per Clark as they are Bond projects for City Hall.

**VI. OLD BUSINESS:**

1. Fines, Rentals & Renewals: TLN auto renewal two times. All fines have been stopped due to Covid.
2. Lending New Items: Due to Covid circumstances we will begin loaning new items to other libraries.
3. Director's Evaluation: MacDonald will email Director Evaluation forms to Board members and the evaluation to be completed by the staff to Biccum. Review at November meeting.

**VII. NEW BUSINESS:**

1. Balance Fund Projects: Carpet, Interior Paint, Landscaping, Exterior Brick Repair, Fire Sprinkler, Outdoor Electronic Sign, Parking Lot, Pavers: Would like to begin working on carpeting, fire sprinkler as soon as possible. Parking lot reseal/stripping estimate \$2800 – \$3500. Clark to inquire into Historical Comm. portion. Pavers are a city wide tripping problem

*Motion by MacDonald, supported by Benningfield to seal and stripe the parking lot cost not to exceed \$3500. Motion carried.*

2. Library Cards: Approx. 30 Flat Rock school of choice students are residents of other library districts. Would like to provide FRPL cards to them (which would expire at the end of the school year) but unable due to State Aid requirements. A library card would

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enable them to use SORAS (opens e-book collection). Will work with the schools Table to Nov. meeting. Issue may be resolved by the schools. Suggest P&P Manual re-wording.

**VIII. YOUTH REPORT:** Summer Reading Program: see attached report. Great job working under difficult circumstances.

**IX. DIRECTOR’S REPORT:** see attached.

- Story Time & Computer Use: following Covid guidelines
- Building Update – Local History: Room fully repaired after water damage
- Upper Furnaces: 3 furnaces need replacement for approx.. \$20,000. City working with the library, will be put out to bid.
- CARES Grant: received \$300 for PPE and \$3000 for electronic
- Covid 19 Reopening: to follow reopening policy (attached) on Oct. 14<sup>th</sup>. Director will get cost of deep cleaning by cleaning crew.
- Neighboring Library Review (Trenton): open for 2 months for browsing, no computer use. Partly due to lack of staff.
- Staffing: library staff shortage, few replacements available Downriver.

**X. CORRESPONDENCE:** None

**XI. BOARD COMMENTS:** Beddingfield thanked the library staff for all their hard work. MacDonald thanked the staff and wished Carter a speedy recovery.

The next meeting will be held on Wednesday, November 18, 2020 at 4:30pm. There being no further business to discuss a motion was made by MacDonald supported by Clark to adjourn the meeting at 5:37 p.m.

Respectfully submitted,

Marie O’Hara  
Recording Secretary

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Thomas MacDonald, President

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Date

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Sally Carter, Secretary

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Date