

**Flat Rock Public Library
Board of Directors Meeting
Minutes November 17, 2021**

Meeting called to order at 4:32 p.m. by Vice-President Beddingfield

I. ROLL CALL OF MEMBERS:

Present: Dave Beddingfield, Adrienne Clements, Wendy Clark,

Excused: Tom MacDonald

Guests: Susan and Keith Huntley (Friends of the Library), Michael Cummings, Library Director

II. APPROVAL OF AGENDA:

Motion by Clark, supported by Clements to approve the Agenda. Motion carried

III. APPROVAL OF MINUTES: Meetings of 9-29-21 and Special Meeting of 11/4/21

Motion by Clements, supported by Page to approve the 9-29-21 and 11-4-21 minutes as presented. Motion carried.

IV. FINANCIAL REPORT: Revenue and Expenditure Report for period ended 9-30-21 and 10-31-2021 reviewed. Discussion of TIFA Capture. Clark and Cummings will get clarification and report at the next meeting.

Motion by Page, supported by Clark to approve the 9-30-21 and 10-31-21 Financial Reports as presented. Motion carried.

V. PUBLIC COMMENT: None

VI. OLD BUSINESS:

1. Approval of P&P – Fines, DVD Rentals & Renewals (4.11, 4.11A)

Motion by Page, supported by Clements to approve 4.11 and 4.11A as presented. Motion carried.

2. Approval of P&P Eligibility and Access (3.10)

Motion by Clark, supported by Clements to approve 3.10 as presented. Motion carried

3. Electronic Sign: on schedule, installation to begin soon.

4. Building Maintenance: Landscape - To get quotes for next spring

Interior Paint, Carpet – last painted in 2010. Carpet should be replaced. Director will get quotes for painting and new carpeting. Will have the carpeting cleaned now.

Front Doors – doors have shifted and need to be replaced. Locks have been repaired.

Computers – currently getting estimates. Clark suggested we purchase 1 or 2 this fiscal year.

VII. NEW BUSINESS:

1. Library Board Election: President MacDonald not present. Table

2. Strategic Planning Goals: covered under Old Business

3. Staff Starting Wage: Minimum Wage increase to \$10/hr. Staff will be compensated to reflect the change. Clark will seek clarification on government regulations.

VIII. YOUTH REPORT: Successful Thanksgiving program for 30 continues.

IX. DIRECTOR'S REPORT:

1. Staffing: Due to staff shortage we will close at 2:00 the Wed. before Thanksgiving.

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2. School Board Update: Page and Cummings will contact the schools after the first of the year to encourage students to utilize the FRPL.
3. Summer Reading: 15-20 adults participated in the program
4. Library Cards (Temp & Guest): completed
5. CARES Grant: \$2,700 received today.
6. FRPL Proposed 2022 Dates Closed: see attached
*Motion by Clark, supported by Page to approve the 2022 Dates Closed as presented.
Motion carried.*
7. FRPL Board Meeting Dates: see attached
Motion by Clements, supported by Page to approve the 2022 Meeting Dates as presented. Motion carried.
8. Gibraltar Contract: contract has an Auto Renewal clause. No issues.
9. Programs: Dale Carlson Architectural Historian, Photographer and Author on 11-18-21. Future presentations include Michigan Aviation on 12-2, Michael Hodges on Trains on 1-18, and Joe Grimm on Faygo and Coney's

X. CORRESPONDENCE: None

XL. PUBLIC COMMENT:

- The Friends will be assisting with tomorrow's presentation.
- Does the library put issues out to bid. Yes they do
- With the \$10/hr raise, will the staff get 10 cents per hour plus \$10? Clark and Cummings will look into and report in January
- Can FRPL join the Monroe County Library System? Feels this would be good for FRPL but would need the approval of both Monroe County and Flat Rock.

XI. BOARD COMMENTS: Clements thanked the Friends for their support, both moral and financial.
Beddingfield wished everyone a Merry Christmas.

XII. ADJOURNMENT:

The next meeting will be held on Wednesday, January 19, 2022 at 4:30pm. There being no further business to discuss a motion was made by Clark, supported by Clements to adjourn the meeting at 5:49 p.m.

Respectfully submitted,

Marie O'Hara
Recording Secretary

Thomas MacDonald, President

Date

, Secretary

Date

TO DO / FOLLOW-UP

11-17-21

1. Landscape Update: To get quotes for next year. Table

Electronic Sign:
2. School Board: Unable to contact and work with the Flat Rock School Board. Library has many valuable assets that can be provided to the schools and students.
3. Did we contact Rockwood and Gibraltar to use our library if they have a need?
4. What do we see for our library in the future? Friends will assist in any way possible. Short Takes for Trustees, Strategic Planning (ALA). Professional Development for Board 11-30-16 minutes
5. Tech – Computer Issues: looking to replace 20 in-house computers. Table
6. Discussion of TIFA Capture. Clark and Cummings will get clarification and report at the next meeting.