

Flat Rock Public Library
Board of Directors Meeting
Minutes September 21, 2022

Meeting called to order at 4:42pm

I. ROLL CALL OF MEMEBERS:

Present: Dave Beddingfield, Tina Page, Tom MacDonald

Excused: Adrienne Clements, Wendy Clark

Guests: Michael Cummings, Library Director

II. APPROVAL OF AGENDA:

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

III. APROVAL OF MINUTES:

Meeting of July 20, 2022. Motion by Beddingfield supported by Page. Motion Carried unanimously.

IV. Financial Report:

Payments for new computers should start coming through soon.

Motion by Beddingfield supported by Page to approve the financial reports as printed. Motion Carried unanimously

V. PUBLIC COMMENTS:

None.

VI. Old Business: with Decision to strike 2 & 3 from New Business as it is discussed in Old Business

Building Update

1. Landscape: Main work is done in spring. Want to consider bringing him back for a Fall clean up before Winter. Volunteers have mostly done weeding. Some spots are done well, other spots are missed. Will need to check with him to see how late this should be done and a cost for 2-3 visits.
2. Building Façade
Mayor is still reaching out to company working at City Hall. They have not responded yet. Check with City to see if they can get someone to come work on things at Library, including Pavers from New Business
3. Parking Lot – Local History
Jeffries Paving. History is paying part of it. They have a meeting soon to confirm the amount. Haven't been invoiced yet. Cost quote is \$6525.
4. Front Doors
Company City is using is Gandol. They came out and brought parts. Doors do hang better. New hinges were installed. However, the bar they latch into does not fit correctly. Building Director Jeff Kemp said the company has parts on order that should fix the issue. Checked all other emergency doors along building. All swing correctly. One

back door has a small gap from building settling. Suggested weather stripping when it is needed.

Computer replacement schedule

1. All staff computers have been replaced except Library Director Michael Cummings' office laptop. It is not used often enough to be replaced yet. Uses reference desk computer most often. 5 Youth desktop computers are waiting to be ordered. Having issues ordering them without tax. Once those are done adult computers will be ordered next. No new monitors are being ordered.

VII. **New Business**

1. Secretary Position – Krystal Caasi agreed to take the position with meetings every 3rd Wednesday of every other month. Old secretary Marie has all records. Krystal will try and retrieve them from her.
2. Removed during old business
3. Removed during old business
4. Brick Pavers /entry etc. – discussed plans in old business # 2

VIII. **Youth Report**

1. Summer Reading – Youth reading is doing really well. Adult reading challenge just ended
2. Summer Activities Going really well this summer. May not be able to run as many next summer

IX. **Directors Report**

1. Web page – Company is called Revize. They gave us a quote. 1st Year \$7810. Includes setup and running it for a year. Then it's \$3300 a year, If done in correlation with City Hall. Unanimous agreement to pass for now. Can sign up later if needed.
2. Hoopla – July billing was \$67. August was \$155. We are paying as we go along since we are a TLN cooperative. 5 movies borrowed and 10 tv programs borrowed.
3. Programs – story time started this week. 20 people or more attending each event in the morning. Dale Carlson spoke about Coms Detroit, 12 people attended. Starting a series of monthly game nights to start with Scrabble. October Marty Gitlin is coming to talk about "50 Greatest Sitcoms" and more to come.
4. TLN – Trying to change Patron type for library cards. Have had some communication issue with them due to some vacations and staff changes. Currently Level 3 card. Changes still pending.
5. COVID Tests – 250 More tests were delivered to us on 9/20/22. A household is allowed to take up to 5 at a time.
6. A couple things that didn't make the agenda
 - a. Holiday Schedule 2022 – December Closed 24-26. Will the Library be closed on December 23rd same as city hall?
 - b. Also, November 25, 2022 is that a holiday paid day off for full time employees?
 - c. Friday December 30th will this also be a closed paid Holiday for full time employees?
 - d. Page Motion to pay 2 full time library workers for December 23rd and 26th. Library will be closed December 23-26. McDonald supported. Motion Carried unanimously.

- e. Page Motion to pay 2 full time library workers for December 30th, 2022 and January 2nd, 2023. Library will be closed December 30th – January 2nd. Supported by Beddingfield. Motion Carried unanimously.
- f. Page Motion to include the Friday after Thanksgiving into the current policy being used for Holiday calendar at the Flat Rock Public Library. Supported by Beddingfield. Motion carried unanimously.
- g. Penal fines check came in from Wayne County – 2021 was \$8000. 2022 was \$11,000.

X. **Correspondence**

None.

XI. **Public Comments**

None.

XII. **Board Comments**

Page, suggests a landscaper be brought on, on a regular basis. Possibly once a month. Welcome to new secretary Krystal. Big thank yous from entire board to Marie for her service. Plans to do something for retirement for her after her many helpful years with us.

XIII. McDonald Motion to adjourn at 5:48pm. Beddingfield Supported. Motion carried unanimously.