

**Flat Rock Public Library
Board of Directors Meeting
Minutes September 29, 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, Tom MacDonald, arrived at 4:45p.m.

Excused: Sally Carter

Guests: Mark Hammond, Mayor of Flat Rock, Tina Page, Susan Huntley (Friends of the Library), Lila Fedokovitz (Local History), Michael Cummings, Library Director

The Mayor and the Library Board thanks Sally Carter for her years of dedication to the library and the city. We are proud to have her as a member Emeritus on the Board. Tina Page was sworn in by the City Clerk to fill her term. Welcome to the FRPL Board.

II. APPROVAL OF AGENDA:

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

III. APPROVAL OF MINUTES: There was no meeting on July 21, 2021 due to lack of quorum.

Motion by Clark, supported by Clements to approve the May 19, 2021 minutes as presented. Motion carried.

IV. FINANCIAL REPORT: Revenue and Expenditure Report for period ended 7-31-2021 reviewed. Not the final report, June is not closed yet.

Motion by Clark, supported by Clements to approve the 7-31-21 Financial Report as presented. Motion carried.

V. PUBLIC COMMENT: Amend the Agenda to add “Public Comment” after Correspondence also. This is in uniformity with City Hall agenda.

Motion by MacDonald, supported by Beddingfield to amend the Agenda as noted. Motion carried.

1. Lila Federovich from Local History thanked the Library Board for all their support. Request use of the library for a joint History/Library speaker in February, 2022. The Board is pleased to work with Local History and the Friends in any way possible.
2. Susan Huntley from Friends of the Library made several comments/suggestions:
 - The library received \$40,000 extra from TIFA. Thank you!
 - Fines are approx. 1% of our income. If an item is returned to Trenton we do not get the fee.
 - One Month Temporary Library Cards: Country Meadows would like these to be available.
 - ALA – State Aid bill passed. More state aid will be available this year.

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- 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.
 - Did we contact Rockwood and Gibraltar to use our library if they have a need?
 - What do we see for our library in the future? Friends will assist any way possible.
3. Mayor Mark Hammond explained he believes communication is essential in good governance. He will support the library by having the Director at Department meetings, sharing the calendar, etc. Reiterated the library should call him if we need anything.
He commended the library for its word during the worst of Covid and for being open when many other libraries were closed. The library worked hard to make services available during the strangest of times.

VI. OLD BUSINESS:

1. Update: Fines, DVD Rentals & Renewals:
Eliminate Fines, continue charging for lost items.
Rentals: Eliminate Rentals Patrons utilizing other libraries that do not charge.
Investigate cost of streaming.
Renewals: Review TLN policy regarding auto renewal.

Motion by Clements, supported by Beddingfield to eliminate Fines and Renewals update P&P. Motion carried.

2. Electronic Sign: proposals reviewed. Prefer one that is designed like city hall sign, and with the same font. Director will present at the November meeting. Table
3. Building Updates: ACE Sprinkler – completed and on budget.
Landscape Update: To get quotes for next year. Table

VII. NEW BUSINESS:

1. Library Board Election: Table
2. Library Cards (Temp & Guest): 30 day Student cards be available for non-residents who attend FR schools. They can be used while the Guest requests a card from their city library.

Motion by Clark, supported by MacDonald to issue 30 Day Student cards as requested. Motion carried.

3. ATM /Credit Card: cost would exceed need. Closed
4. Tech – Computer Issues: looking to replace 20 in-house computers. Table
5. Librarian Evaluations – Salary: not complete. Table

Motion by Clark, supported by MacDonald to grant Cummings a 1% pay increase. Motion carried

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VIII. YOUTH REPORT: (Attached) Biccum continues to provide high quality programs for children of all ages.

IX. DIRECTOR'S REPORT:

1. Staffing: staff not complete. Will schedule our part time Librarian additional hours.
2. Summer Reading: see report
3. CARES Grant: Bills have been submitted for approx. \$2,600. No reply

X. CORRESPONDENCE: None

XL. PUBLIC COMMENT: None

XI. BOARD COMMENTS:

The next meeting will be held on Wednesday, November 17, 2021 at 4:30pm. There being no further business to discuss a motion was made by Clements, supported by MacDonald to adjourn the meeting at 6:23 p.m.

Respectfully submitted,

Marie O'Hara
Recording Secretary

Thomas MacDonald, President

Date

, Secretary

Date

TO DO / FOLLOW-UP

9-29-21

1. 2 months of Financial Statements. All statements since last approved Financial Statements
2. Landscape Update: To get quotes for next year. Table
3. MLK Policy: no policy in the P&P regarding closure. Present new policy at the July 2021 meeting
4. Electronic Sign: proposals reviewed. Prefer one that is designed like city hall sign, and with the same font. Director will present at the November meeting.
5. Review TLN policy regarding auto renewal
6. Parking Lot Seal etc.: Estimate received from C.F. Raines Co. for \$4,514.51. Director will seek funding from other city departments that utilize the library parking lot. *Motion by MacDonald, supported by Carter to approve the seal-coating and crack and sealing by C.E. Raines not to exceed \$4,500. Motion carried*
7. Librarian Evaluations – Salary: not complete. Table
8. FRHS requested our support as a sponsor of the yearbook. Board happily requested the Director to provide information and payment to FRHS.
9. CARES Grant: Application has been submitted for approx. \$2,600). No reply
10. Update Agenda to additionally include “Public Comment” after Correspondence. (Compliance with City Agenda)
11. Library Cards (Temp & Guest): 30 day Student cards are available for non-residents who attend FR schools. They can be used while the Guest requests a card from their city library.

Motion by Clark, supported by MacDonald to issue 30 Day Student cards as requested.

12. 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.
13. Did we contact Rockwood and Gibraltar to use our library if they have a need?
14. 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
15. Library Board elections. Need a Secretary to sign minutes
16. Terms expire?

17. *Motion by Clements, supported by Beddingfield to eliminate Fines, update P&P.*
18. Tech – Computer Issues: looking to replace 20 in-house computers. Table
19. Librarian Evaluations – Salary: not complete. Table
20. Approve MLK P&P due in July mtg.
21. FRPL Proposed 2022-23 Dates Closed
22. FRPL Proposed 2022-23 Board Meetings
23. Gibraltar 3 year Contract expired. Signed around 8-18-18
24. Replace Encyclopedia 9-20.