

Saranac Clarksville District Library
Minutes of Regular Board Meeting

December 18, 2024 6:30pm
Saranac Branch

Meeting called to order at 6:25pm by President Becky Fitzpatrick.

Present: Becky Fitzpatrick, Jodi Bird, Randi Williams, Abby Guernsey, Sarah Rose, Kylee Grilley, Alex Larson

Absent: none

1 Visitor attended.

Agenda was approved. (Williams/Rose)

Minutes of the November 2024 meeting were approved.(Guernsey/Williams)

With the changes below:

1. Call to order: change 6:20 to 6:30
2. Park Discussion: delete bullet point three and correct bullet point two to read “The Village of Clarksville & Library will work together to review the contract. Securities camera coverage will include the park in future iterations”
3. Agenda Approval: correct Chain to Chair
4. Director’s report: change bullet point 3bv. to “Youth Services budget will be more evenly distributed across youth programs”
5. Open trustee positions: change bullet point 1a from elected to appointed.

The October 2024 Financial Report was reviewed and approved. (Bird/Guernsey)

1. Alex to follow up on question about “Finance & Investment Fees”.
2. Alex will ask for extra details on the spend in various categories.

The November 2024 Financial Report was reviewed and NOT approved. (Rose/Bird)

1. Alex will follow up with the account regarding various topics:
 - a. Penal Fines needs to be corrected
 - b. Breakdown of what is in Fines
 - c. Advertising
 - d. Summer Reading
 - e. Capital Outlay of \$400

Reports:

Director Report

1. Hired a new Youth Services Coordinator, start date was December 8, 2024.
2. Hired an evening clerk for 12 hours a week to help staff the additional time the library is open.
3. Received a rough estimate for adding an elevator at the Clarksville branch.

4. EPS completed the installation at the Clarksville branch.
5. The audit is scheduled for December 26, 27, & 30.
 - a. Looking to renew the contract with this auditor. The contract was for three years and the director and board has been pleased with the performance.
6. Exploring adding more family programming as the patron turnout has been very good.
7. Both locations will be closed for Christmas, December 24-25 and New Year December 31-January 1.
8. State report has been completed for the year.

Old Business:

Open trustee chair positions

1. Amanda Hull looking to be appointed for Saranac Schools position

New Business:

Bank Accounts

1. Transferred money to the United Bank account to cover the EPS bill for completed installation at the Clarksville branch.
 - a. Discussed continued oversight with the accountant during this transaction.
 - b. The Director setup online banking to increase account visibility
2. Will be searching for a new accounting firm
3. Pat Essig resigned from the board and will officially be removed from the Mercantile bank accounts, United Bank accounts, and any remaining financial accounts.

Elevator Quote

1. Quote received for installing an elevator in Clarksville to increase access and programs to the basement.
2. Looking to get another quote for the elevator project to compare bids.
3. Looking at expanding to a larger project like improving the kitchen, updating the basement space, etc with this project.

Director Review

1. The board discussed the completion of Alex Larson's 90-day goals.
2. Alex has improved the culture of the library, increased accessibility to programs and available hours at each location. She continues to demonstrate professionalism and strong leadership while engaging the community.

Public Comment

1. No public Comment

Meeting was adjourned at 8:01pm by motion from Williams, second by Guernsey.

Next meeting January 15, 2025 @ 6:30pm – Saranac branch

Respectfully Submitted - Jodi Bird, Secretary