

Saranac Clarksville District Library
Minutes of Regular Board Meeting

February 19, 2025 6:30pm
Clarksville Branch

Meeting called to order at 6:32pm by President Becky Fitzpatrick.

Present: Becky Fitzpatrick, Jodi Bird, Randi Williams, Abby Guernsey, Sarah Rose, Amanda Hull, Alex Larson

Absent: Kylee Grilley

One visitor attended.

Agenda was approved. (Guernsey/Rose)

1. With no changes

Minutes of the January 2025 meeting were approved. (Williams/Rose)

With the changes below:

1. Add Amanda Hull to Present
2. Adjust numbering under Children in the Library Policy

Public Comment

1. none

Investment Accounts

1. Michael McGovern went over the investment accounts allocation, the historical purpose, and maturing CD's
 - a. Short Term Cash - readily available cash for day to day Library needs
 - b. Capital Improvement - set aside for building projects and future improvements
 - c. Millage Contingency - protection for unseen future events
 - d. Compagner Fund - interest gained used to fund the purchase of new books
2. The board agreed to continue staggering CD's to mature at various time throughout the year to ensure funds remain available for capital improvements and normal operating expenses.

The November 2024 Financial Report was reviewed a third time and approved.

(Williams/Guernsey)

The December 2024 Financial Report was reviewed a second time and approved.

(Williams/Guernsey)

The January 2025 Financial Report was reviewed and approved. (Bird/Hull)

1. Alex will address the following items with the Accountant
 - a. \$4,000 for the Auditor under Legal Fees will be moved to Accounting

Reports:

Director Report

1. Audit update
 - a. Auditor will come in April to review audit findings.
2. Programs update

- a. Dungeons & Dragons program has been successful and is increasing meeting dates due to patron requests.
 - b. Family programming continues to grow. Cake decorating is planned for March 27.
 - c. Youth programming is adding a Play-Doh club and bringing back exploration lab. Will also be participating in Battle of the Books, an Ionia County Library Association wide program.
 - d. Adult programming will include a book club starting in April.
 - e. Changing to LocalHop for the calendar of events that will enable online registration as well as in-person/phone.
3. Social media and website continue to be refined and improved.

Old Business:

Patron Behavior Policy

1. Will continue to review.

Accounting Update

1. Reviewed the bid for a new accountant
2. Will be getting an online account to view spending, allocation, etc. This may help solve some of the issues with finances being allocated as not intended.

New Business:

Clarksville Parking Lot Update

1. Alex met with Al Sheldon and Sheri Clark from the Village regarding the lines in the parking lot.
2. The village will obtain the quote, pay for painting of the lines, then will bill the library for work completed.
3. Light for the park was discussed but the village is not concerned about this yet.

Retirement Account Policy (Bird/Williams)

1. The board voted to adopt a new retirement policy with a tiered structure.

Staff Training Opportunity

1. Michigan Library Advocacy Day 2025 will be taking place in Lansing on April 30.

Library Board Training

1. Carol Dawe will be doing training for the board March 19, 2025

Meeting was adjourned at 8:04 pm by motion from Guernsey, second by Williams.

Special Meeting for Board Training March 19, 2025 @ 6:30pm - Saranac branch

Next board meeting April 16, 2025 @ 6:30pm – Saranac branch

Respectfully Submitted - Jodi Bird, Secretary