

**Saranac Clarksville District Library**  
**Minutes of Regular Board Meeting**

January 15, 2024 6:30pm  
Saranac Branch

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

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

Absent: none

No visitors attended.

Agenda was approved. (Guernsey/Williams)

1. Add to New Business - Parking Lines

Minutes of the December 2024 meeting were approved. (Rose/Williams)

With the changes below:

1. Meeting Adjourned change Willliams to Williams

Public Comment

1. none

The November 2024 Financial Report was reviewed a second time and NOT approved.  
(Rose/Grilley)

1. Alex will consult with Carol regarding the best practices to approve financials with known revisions.
2. Alex will discuss the following changes with the accountant from the answered questions document.
  - a. Question 4 - Move \$150 from advertising to miscellaneous
  - b. Question 7 - Move computer cost from capital outlay to equipment
  - c. Question 3 - Move the penal fines to county tax millage
3. Alex will also consult the accountant about the difference in the expenditures listed in the original November report received in December and the corrected November report received in January.

The December 2024 Financial Report was reviewed and NOT approved. (Bird/Guernsey)

1. Alex will discuss the following changes with the accountant
  - a. Non-Traditional new line item has been created that should actually be bank fees from previous month's issue with overdrafted check
  - b. Library Stock new line item has been created and has a \$135 charge in it.
  - c. Maintenance and Repairs contains \$110 that appears to be in the wrong line item.

Reports:

## Director Report

1. Audit update
  - a. Auditor will come in April to discuss this more
  - b. Looking at resigning a new contract with them based on the positive experience thus far
2. Met with the friends of the library. They are working on becoming incorporated
3. Continuing to investigate new accounting firms
4. Michael McGovern from Stonebridge Financial coming to Feb meeting to discuss investments
5. Programs update
  - a. Winter reading program available to all ages
  - b. Planning has begun for summer reading program
  - c. Dungeons & Dragons program has been successful and is increasing meeting dates due to patron requests

## New Business:

### Library Statistics

1. Statistics were provided for Saranac, Clarksville, and Digital use of the library
  - a. These include: circulation data, new patrons, computer/wifi use, etc
2. Will continue to see these in future meetings

### Patron Behavior Policy

1. Briefly looked at the policy, the board will review and discuss in the next meeting

### Children in the Library Policy

1. Briefly looked at the policy, the board will review and discuss in the next meeting

### Retirement Accounts (Guernsey/Williams)

1. Retirement benefits were discussed for the year. A 3% retirement contribution was approved for the three eligible employees for the year.
2. The board will continue to review this policy in future meetings.

### New Parking Lines

1. Randi spoke with the Village of Clarksville regarding parking lot lines and having them include the Clarksville Library in the estimate
2. This will be later in the spring 2025.

Meeting was adjourned at 8:12pm by motion from Rose, second by Guernsey .

Next meeting February 19, 2025 @ 6:30pm – Clarksville branch

Respectfully Submitted - Jodi Bird, Secretary