

Saranac Clarksville District Library
Minutes of Regular Board Meeting

April 16, 2025 6:30pm
Saranac Branch

Meeting called to order at 6:26 pm by President Becky Fitzpatrick.

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

Absent: Jodi Bird

1 visitor attended.

Agenda was approved. (Rose/Williams)

1. With no changes

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

With the changes below:

1. Spelling errors corrected.

Auditor Report - Vredeveld Haefner

1. October 2023-August 2024 Audit Completed
2. Matt Vredeveld represented Vredeveld Haefner and presented audit findings. It was the opinion that it was a “good and clean” audit. No issues.

The February 2025 Financial Report was reviewed and approved. (Williams/Hull)

The March 2025 Financial Report was reviewed and approved. (Rose/Grilley)

1. Amount on Children’s books should be higher.
2. Would like to move auditor fees from “Legal Fees” to “Accounting”

Director Report

1. Received mileage check
2. Rosemary and Robert Kauffman Memorial use has been decided, focusing on the children’s area at the Clarksville location
3. Kim and Alex are participating in Michigan Library Advocacy Day on April 30th
4. Tulip Time sign-ups are still in progress
5. Adult Book clubs beginning soon
6. Starting graphic novel club for teens
7. Summer Reading Kick Off is May 31st
8. Alex Presented Branch Statistics

New Business:

Earned Sick Time Act Policy (Hull/Rose)

1. Considering combining or restructuring PTO and sick time at end of fiscal year
2. Revisit when budgeting
3. One minor correction made on number of days until employee is eligible

Unexpected Closure Policy (Williams/Hull)

1. Alex will clarify some wording and we will vote on it with changes next meeting.

Social Media Policy Approval (Rose/Williams)

1. Currently we have no social media policy so Alex has put one together for extra safety.
2. Change appeal process to report to Director instead of the board president. The board will support Director if Director needs extra support.
3. Motion Carried pending lawyer's approval

Clarksville Elevator (Williams/Rose)

1. Alex to look for more quotes for comparison
2. Consider a kitchen update at the same time to add to programming opportunities or remodeling the kitchen space to be something else that is useful.

Close Mercantile Bank Account (Grilley / Hull)

1. It will clean up our accounts and currently serves no specific purpose.
2. Motion carried

Public Comment

1. none

Meeting was adjourned at 7:39 pm by motion from Williams, second by Rose.

Next board meeting May 21, 2025 @ 6:30pm – Clarksville branch

Respectfully Submitted - Abigail Guernsey, Board Member