

SARANAC-CLARKSVILLE  
DISTRICT LIBRARY  
SPECIAL MEETING

A Special meeting of the Saranac-Clarksville District Library was held on March 4, 2024 at the Saranac Location.

The meeting was called to order by President Becky Fitzpatrick at 6:30 pm.

Present: Becky Fitzpatrick, Jackie Bowen, Leeah Flanagan, Lynne McClure, Leigh Hoffman, Patricia Essig.

Absent: John Gussenbauer, Kerry Fountain

Motion to approve the Agenda was made by Leigh Hoffman, seconded by Lynne McClure, approved by roll call vote.

Motion to accept the resignation of Library Director Kerry Fountain and to remove Kerry Fountain as a signer on the bank accounts held at United Bank and Mercantile Bank and the investments with Stonebridge Financial was made by Jackie Bowen, seconded by Leeah Flanagan, approved by a roll call vote.

Motion to accept the resignation of John Gussenbauer, Trustee for Berlin Township due to Health Issues was made by Jackie Bowen, seconded by Leeah Flanagan, approved by roll call vote. It was noted that a card thanking John for his years of service to the Library will be mailed to him.

Motion to request Kim Brown to act as the Interim Director was made by Jackie Bowen, seconded by Leeah Flanagan, approved by majority vote. 1 abstention. Becky to speak with Kim on Tuesday, March 5<sup>th</sup>.

A motion to begin the process of searching for a replacement Director was made by Lynne McClure, seconded by Leigh Hoffman. Upon discussion, it was agreed to contact Carol Dawe, of the Lakeland Co-Op to assist the Board in composing and posting this position. Personnel Committee to meet with Carol Dawe to draw up said posting, then to be presented to the Board at the March 20<sup>th</sup> meeting. Motion approved by roll call vote.

Financial issues were discussed, all bank and investment accounts, and paying of the facility bills to be managed by the Board.

Employee payroll has been managed by an outside company, Motion to approve the continuation of this service while also having their services paid by Automatic Bill Pay through United Bank was made by Leigh Hoffman, seconded by Jackie Bowen, approved by roll call vote.

Meeting was adjourned at 8:20pm.

Patricia M. Essig  
Secretary

SARANAC - CLARKSVILLE,  
DISTRICT LIBRARY  
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on March 20, 2024 at the Saranac Location.

The meeting was called to order by President Becky Fitzpatrick at 6:30 pm.

Present: President Becky Fitzpatrick, Patricia Essig, Leeah Flanagan, Lynne McClure, Jackie Bowen, Kim Brown, Interim Director

Absent: Leigh Hoffman

The motion to approve the Agenda with additions was made by Jackie Bowen, seconded by Lynne McClure, approved by roll call vote.

The motion to approve the minutes of the February Meeting and the Special Meeting held March 4, 2024 was made by Lynne McClure, seconded by Leeah Flanagan approved by roll call vote.

Financial Report: The Financial report was reviewed. Motion to Approve Report made by Jackie Bowen, seconded by Pat Essig, approved by roll call vote.

- CORRESPONDENCE: Board received a letter, this is being addressed by our Attorney.

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Public Comment / Guests: Carol Dawe

#### REPORTS:

- Interim Director report was given.

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BOARD TRAINING: Carol Dawe Lakeland Library Cooperative Director gave a presentation to the Board on Library Board Roles and Responsibilities.

COMMITTEES: Personal Committee reported on their meeting March 8, 2024 regarding the posting for a replacement Director.

#### Unfinished Business:

Construction update. Change order regarding additional electrical outlets for the circulation desk and the removal of the cost of Landscaping was reviewed. Motion to approve change order made by Lynne McClure, seconded by Leeah Flanagan, approved

by roll call vote.

2022/2023 Audit Information. A representative of the auditing firm will attend the April meeting to address any questions the Board may have.

NEW BUSINESS:

Bonus/stipend for Interim Director has been referred to the Personnel Committee and will be addressed at the April meeting.

Job Description/posting: Motion to approve the Job Description with a minor change and to agree to the posting of this Job Description was made by Leeah Flanagan, seconded by Lynne McClure, approved by roll call vote.

Replacement of the Saranac Copier: Upon review of the information provided by Kim Brown, motion to approve the purchase of a new copier was made by Jackie Bowen, seconded by Leeah Flanagan, approved by roll call vote. Note: the old copier will be donated.

Cleaning Services: Upon review of a new cleaning services quote, Motion to approve accepting their quote based on pricing was made by Lynne McClure, seconded by Leeah Flanagan, approved by roll call vote

Motion to adjourn the meeting at 8:30pm. Motion to adjourn made by Jackie Bowen, seconded by Pat Essig.

Respectfully submitted: Pat Essig-Secretary