

Saranac Clarksville District Library

BOARD MEETING OFFICIAL MINUTES 2020-2023

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**December Board
Meeting was canceled
due to lack of quorum.**

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on November 15th 2023 at the Clarksville location.

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

Present: President Becky Fitzpatrick, John Guessenbauer, Patricia Essig, Leeah Flanagan Jackie Bowen, Lynne McClure, Leigh Hoffman, Kerry Fountain, Director

Absent: None

The Motion to approve the Agenda was made by Leigh Hoffman seconded by Leeah Flanagan. Approved by roll call vote.

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

Financial Reports: The Financial report was reviewed. Motion to Approve Report made by John Gussenbauer, seconded by Leigh Hoffman; approved by roll call vote

- CORRESPONDENCE: None

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Public Comment: None

REPORTS:

- Directors report as reviewed.

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BOARD TRAINING: None

COMMITTEES: After review by the Policy Committee two (2) policies were presented to the Board: Lost and Found Policy and Library Programming Policy. Motion to review and approve these policies was made by Lynne McClure, seconded by Leigh Hoffman. After reviewing both policies, with changes in wording to the Lost and Found Policy both were approved by Roll call vote.

Unfinished Business:

The Board was updated on the progress of the construction of the new addition to the Saranac Location. Construction is moving along and the addition should be sealed shortly.

NEW BUSINESS:

A motion to include the Vice President: Lynne A. McClure and Treasurer: Leeah Flanagan as Co-signers to our Banking and Investment Accounts was made by Leigh Hoffman, seconded by John Gussenbauer: This motion now will include all Officers of the Library Board and also the Libraries Director as Co-signers: Kerry Fountain, Director, currently on the accounts Rebecca Fitzpatrick President, currently on the accounts Lynne A McClure, Vice President, Leeah Flanagan, Treasurer, and Patricia M. Essig, Secretary currently on the accounts. The new additions Vice President Lynne A. McClure and Treasurer Leeah Flanagan will be made co-signers on the United Bank: Checking; Mercantile Bank: Checking and Charles Schwab Investment accounts managed by: Stonebridge Financial Group. As a Board we have removed no one, simply adding the current Vice President and Treasurer as Co-signers. The motion was approved by a roll call vote. All voted yes.

Upon installation of the roofing on the existing Library in Saranac, the construction company noted that additional insulation was needed. Motion to approve the additional expense incurred made by Lynne McClure, seconded by Leeah Flanagan, approved by roll call vote.

Motion to adjourn the meeting at 7:15pm was made by Leeah Flanagan, seconded by John Gussenbauer The next meeting to be held December 20, 2023 at the Saranac Location.

Respectfully submitted: Pat Essig-Secretary

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on October 18, 2023, at the Saranac location.

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

Present: President Becky Fitzpatrick, John Gussenbauer, Patricia Essig, Secretary, Leeah Flanagan, Kerry Fountain, Director

Absent: Jackie Bowen, Leigh Hoffman, Lynne McClure

The Motion to approve the Agenda was made by John Gussenbauer seconded by Leeah Flanagan. Approved by roll call vote.

The motion to approve the minutes was made by Leeah Flanagan, seconded by John Gussenbauer, approved by roll call vote.

Financial Reports: The Financial report was reviewed. Motion to Approve Report made by Pat Essig, seconded by Leeah Flanagan; approved by roll call vote

- CORRESPONDENCE: None

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Public Comment: None

REPORTS:

- Directors report as reviewed.

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BOARD TRAINING: None

COMMITTEES: No Reports

Unfinished Business:

A Motion to approve the Additional Expense of repairs to the sub-floor in the Directors Office in the amount of \$12,000.00 was made by Leeah Flanagan, seconded by John Gussenbauer, approved by roll call vote.

NEW BUSINESS:

*The Treasurer and Vice President vacancies have been filled. Motion to made to approve Leeah Flanagan as Treasurer and Lynne McClure as Vice President was made by Pat Essig, seconded by John Gussenbauer, approved by roll call vote.

Directors review: After further review; Motion to make an adjustment to the September 20th salary increase was made by John Gussenbauer, seconded by Leeah Flanagan, approved by all.

Motion to adjourn the meeting at 7:15pm was made by Leeah Flanagan, seconded by John Gussenbauer The next meeting to be held November 15, 2023 at the Clarksville Location.

Respectfully submitted: Pat Essig

**NO BOARD MEETING
SEPTEMBER 2023**

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on August 16, 2023, at the Clarksville location.

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

Present: President Becky Fitzpatrick, John Guessenbauer, Financial, Patricia Essig, Secretary, Jackie Bowen, Leigh Hoffman, Leeah Flanagan , Kerry Fountain, Director.

Absent: Lynne McClure

The Motion to approve the Agenda was made by John Gussenbauer, seconded by Pat Essig. Approved by roll call vote.

The motion to approve the minutes was made by Jackie Bowen, seconded by John Gussenbauer, approved by roll call vote.

Financial Reports: The Financial reports for both June and July were reviewed. Motion to Approve Reports made by John Gussenbauer, seconded by Jackie Bowen approved by roll call vote.

- CORRESPONDENCE: None
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Public Comment: Guest: Michael McGovern

REPORTS:

- Directors report as reviewed.
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BOARD TRAINING: Michael McGovern reported on the status of our investment accounts. The Board was also notified that the principal investment company has been purchased by another leading investment firm. The change will not affect our monies.

Unfinished Business:

Saranac Expansion: The Board was given the estimated start date of September 11th.

NEW BUSINESS:

*The annual budget for 2023/20224 was reviewed and will be voted on at the September meeting.

* The Directors Review forms were handed out and gone over. These to be filled out and returned to either Library in a sealed envelope addressed to Becky. These to be handed in by September 11th.

* The topic of Employee Lunch breaks was reviewed and the changes to the current policy were approved. Motion to Approve Changes made by Jackie Bowen, seconded by Leigh Hoffman, approved by roll call vote.

*Salary Range Increase: Motion to approve the suggested pay range increase for Branch Lead was made by Leigh Hoffman, seconded by Pat Essig, approved by roll call vote.

Motion to adjourn the meeting at 7:30 pm was made by Jackie Bowen, seconded by John Gussenbauer. The next meeting to be held September 20, 2023 at the Saranac Location.

Respectfully submitted: Pat Essig

**NO BOARD MEETING
JULY 2023**

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on June 21, 2023, at the Saranac location.

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

Present: President Becky Fitzpatrick, John Guessenbauer, Financial, Patricia Essig, Secretary, Jackie Bowen, Lynne McClure, Leigh Hoffman, Leeah Flanagan , Kerry Fountain, Director.

Absent: None

The Motion to approve the Agenda was made by Lynne McClure, seconded by John Gussenbauer. Approved by roll call vote.

The motion to approve the minutes was made by Leigh Hoffman, seconded by Leeah Flanagan, approved by roll call vote.

Financial Reports: The Financial reports for both April and May were reviewed. Motion to Approve Reports made by Jackie Bowen, seconded by Leeah Flanagan approved by roll call vote.

- CORRESPONDENCE: None

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Public Comment: None

REPORTS:

- Directors report as reviewed.

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BOARD TRAINING: A presentation was given by Kerry Fountain showing the History of the Saranac-Clarksville District Library. This covered the History from the start to date.

Unfinished Business:

Saranac Expansion: The Board was given an update regarding the planned expansion to the Saranac location. The Board was provided with a projected timeline for the expansion Start to Finish.

NEW BUSINESS:

The issue of E-mails to Board members was discussed. This will be investigated further by Kerry who will keep the Board updated.

Committee Meetings: This topic was once again addressed and the fact that Committees Need meet only out of necessity. Meetings for the Finance and Personnel Committees were set for Early August.

Budget Adjustment - Vox Books to Replacement fund. Kerry explained to the Board that the Vox Book fund is not being used, however, the Replacement fund has used all of its allotted fund. A motion to move the Vox Book fund to the Replacement fund was made by John Gussenbauer, seconded by Jackie Bowen, approved by roll call vote.

Motion to adjourn the meeting at 7:25 pm was made by Leeah Flanagan, seconded by Pat Essig. The next meeting to be held August 16, 2023 at the Clarksville Location.

Respectfully submitted: Pat Essig

**May 17, 2023 Meeting
canceled due to lack of agenda
items.**

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on April 19, 2023, at the Saranac location.

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

Present: President Becky Fitzpatrick, John Guessenbauer, Financial, Patricia Essig, Secretary, Lynne McClure, Leigh Hoffman, Leeah Flanagan, Kerry Fountain, Director.

Absent: Jackie Bowen

The Motion to approve the Agenda was made by John Gussenbauer, seconded by Lynne McClure. Approved by roll call vote.

The motion to approve the minutes was made by Lynne McClure, seconded by John Gussenbauer, approved by roll call vote.

Financial Reports: The Financial report was reviewed. Motion to Approve Report made by Pat Esssig, seconded by Leeah Flanagan approved by roll call vote.

- CORRESPONDENCE: None
 - Guests: Doug Vredeveld, Auditor and Kimberly Brown, Notary Public.
 - Doug Vredeveld, Auditor reviewed the Annual Audit and answered any questions from the Trustees.
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- Public Comment: None

REPORTS:

- Directors report as reviewed.
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BOARD TRAINING: The Oath of Office for Trustees was administered by Notary Public, Kimberly Brown.

The subject of Committees was addressed. Financial, Personnel and Policy and Buildings and Strategic Planning have all been filled.

Unfinished Business:

Saranac Expansion: The Board was advised that a letter of intent has been sent to DCI as

to our plan to continue to move forward with our planned expansion to the Saranac Location.

NEW BUSINESS:

The topic of Adjustment to the 2022/2023 Budget regarding the renovation of the Clarksville Restrooms and the amount budgeted for the Architect was reviewed. Motion to make the necessary adjustments to the Annual Budget was made by John Gussenbauer, seconded by Leigh Hoffman, approved by roll call vote.

Annual 2021/2022 Retirement contribution made by the Library was addressed. Motion to contribute 4% of the annual wages for those who are qualified to be paid into their individual retirement accounts, was made by John Gussenbauer, seconded by Leeah Flanagan, approved by roll call vote.

Motion to adjourn the meeting at 7:40 pm was made by Leeah Flanagan, seconded by Pat Esssig. The next meeting to be held May 17, 2023 at the Clarksville Location.

Respectfully submitted: Pat Essig

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on March 15, 2023, at the Clarksville location.

The meeting was called to order by President Becky Fitzpatrick at 6:35pm.

Present: President Becky Fitzpatrick, John Gussenbauer, Financial, Patricia Essig, Secretary, Jackie Bowen, Lynne McClure, Leigh Hoffman, Leeah Flanagan, Kerry Fountain, Director.

Absent: None

The Motion to approve the Agenda was made by Lynne McClure, seconded by John Gussenbauer. Approved by roll call vote.

The motion to approve the minutes with changes was made by Leeah Flanagan, seconded by Leigh Hoffman, approved by roll call vote.

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

- CORRESPONDENCE: None
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- PUBLIC COMMENTS: None

REPORTS:

- Directors report as reviewed.
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BOARD TRAINING: None.

Unfinished Business:

The issue of the upcoming expansion of the Saranac Library Location was reviewed. The three (3) quotes that were provided were reviewed. After discussion, a motion was made to accept the quote from DCI: by Jackie Bowen, seconded by Lynne McClure, approved by a roll call vote.

It was also noted that Kerry Fountain inform the Architect to proceed with his part of the

plan.

NEW BUSINESS:

Movie Policy review and change was gone over. The Movie Policy will now allow 15 movies, per library patron card to be taken out at one time. Motion to approve Policy change made by Leigh Hoffman, seconded by Leeah Flanagan, approved by roll call vote.

The topic of Fire Protection for both Saranac and Clarksville locations was reviewed and tabled until the completion of the renovation to the Saranac location.

Motion to adjourn the meeting at 7:48 pm was made by Jackie Bowen, seconded by Leigh Hoffman. The next meeting to be held April 19, 2023 at the Saranac Location.

Respectfully submitted: Pat Essig

**The February 2023 Trustees
of the Saranac Clarksville
District Library was canceled
due to lack of agenda items.
A March meeting will be held
(usually a month off) on the
15th in Clarksville.**

SARANAC CLARKSVILLE
DISTRICT LIBRARY
BOARD MEETING

The meeting of the Saranac Clarksville District Library Board was held on January 18, 2023 at the Saranac location.

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

Present: President Becky Fitzpatrick; John Gussenbauer, Treasurer; Lynne McClure; Leigh Hoffman; guest- Leeah Flanagan and Kerry Fountain, Director

Absent: Pat Essig, Jackie Bowen

The Motion to approve the Agenda with tabling of Board Training was made by Leigh Hoffman, seconded by John Gussenbauer. Approved by all.

The motion to approve the December minutes with three changes was made by Leigh Hoffman, seconded by Lynne McClure, approved by all.

The motion to approve the financial report was made by Lynne McClure seconded by Leigh Hoffman, approved by all.

PUBLIC COMMENT: None

REPORTS:

Director's report was reviewed.

BOARD TRAINING:

Board Training was tabled until a future meeting where everyone is in attendance.

OLD BUSINESS:

An update was given as to the Saranac expansion project. The library has received approval from the Village of Saranac Planning Commission to move forward with the possible expansion. The architect has been in contact with three construction firms to obtain some cost estimates for the entire project and all three have indicated that they would give bids.

Selling of items by library staff: A motion was made by Lynne McClure and seconded by Leigh Hoffman to change the Panhandling and Solicitation section of the Patron Behavior Policy to the following: Panhandling and soliciting Library staff or patrons for money, products or services inside the Library or on Library property is prohibited. SCDL does not permit staff to sell products for themselves or others while on the clock, with the exception of items sold to the Friends of the Library group, whose proceeds go directly to the Library. Sale of products or services during specific library programs that are incidental to that library program may be permitted if approved in advance by the Library Director. The items will not be sold by library staff.

Motion to adjourn the meeting was made by John Gussenbauer, seconded by Leigh Hoffman.
Meeting ended at 7:17 pm.

Submitted by Kerry Fountain, Library Director

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on December 21, 2022 at the Saranac location.

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

Present: President Becky Fitzpatrick, John Guessenbauer, Financial, Patricia Essig, Secretary, Jackie Bowen, Kerry Fountain Director

Absent: Lynn McClure

Visitors: Krista VanKuken and Leigh Hoffman

The Motion to approve the Agenda was made by Jackie Bowen, seconded by Pat Essig. Approved by roll call vote.

The motion to approve the minutes with the Correction of the spelling of Lynn McClure's name was made by Jackie Bowen, seconded by Becky Fitzgerald, approved by roll call vote.

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

- CORRESPONDENCE: None
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- PUBLIC COMMENTS: None

REPORTS:

- Directors report as reviewed.
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-

BOARD TRAINING: By general consent Board Training will begin in the coming year (2023).

Unfinished Business:

Trustee Openings were once again addressed. Both Krista and Leigh attended this meeting to help inform them of what is involved being part of the Library Board. Both Ladies will let Kerry know of their decision.

The paperwork and necessary fees regarding the Saranac Location expansion have been presented to the Village of Saranac Planning Board. That meeting will be held on January 4, 2023. The Architect, Kerry and Becky will attend that meeting.

The planned Clarksville Playground was addressed. The progress is slow but ongoing.

The restroom renovations at Clarksville is also ongoing and due to the Holidays and supply issues are slowly getting completed.

NEW BUSINESS:

The Boston Historical Society has requested that they be able to sell their revised book in the Library. Due to the complexity of the issue, all agreed to revisit this issue at the January meeting.

Motion to adjourn the meeting at 7:35pm was made by Jackie Bowen, seconded by Pat Essig. The next meeting to be held January 18, 2023 at the Saranac Location.

Respectfully submitted: Pat Essig

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on November 16, 2022 at the Clarksville location.

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

Present: President Becky Fitzpatrick, Vice President, John Gussenbauer, Financial, Patricia Essig, Secretary, Jackie Bowen, Kerry Fountain Director

Absent: None

Visitors: Mary McAlary and Lynn Maclure

The Motion to approve the Agenda was made by John Gussenbauer, seconded by Jackie Bowen. Approved by roll call vote.

The motion to approve the minutes was made by Jackie Bowen, seconded by John Gussenbauer, approved by roll call vote.

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

- CORRESPONDENCE: None
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- PUBLIC COMMENTS: None

REPORTS:

- Directors report as reviewed.
-
-

BOARD TRAINING: By general consent Board Training will begin in the coming year (2023).

Unfinished Business:

Trustee Openings were once again addressed. After discussion Lynn Maclure has agreed to become the Board Representative for the Village of Clarksville. Search is on going for Campbell Township and the Saranac School District. Jason Smith of the School District has expressed an interest in aiding in the Search for someone to fill their seat on the Board. (Note to Lynn - will correct spelling of your name December meeting).

New Business:

A rendering of the expansion and improvements to the current library was presented to the Board. The Building Committee to look into the necessary steps to take that involve the Village of Saranac Planning Commission.

Motion to adjourn meeting made by Jackie Bowen, seconded by John Gussenbauer.
Meeting Adjourned at 7:20 pm. Submitted by Patricia Essig: Secretary.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on October 19, 2022 at the Saranac location.

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

Present: President Becky Fitzpatrick, Vice President, John Guessenbauer, Financial, Patricia Essig, Secretary, Jackie Bowen, Kerry Fountain Director

Absent: Lisa Hill. It was noted by President Becky Fitzpatrick, that Lisa Hill due to work and family obligations had submitted her resignation from the Board.

The Motion to approve the Agenda was made by John Gussenbauer, seconded by Jackie Bowen. Approved by roll call vote.

The motion to approve the minutes was made by Jackie Bowen, seconded by John Gussenbauer, approved by roll call vote.

Financial Reports: The Financial reports for the Months of August and September were reviewed. Motion to approve both months reports made by John Gussenbauer, seconded by Pat Essig, approved by roll call vote.

- CORRESPONDENCE: None
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- PUBLIC COMMENTS: None

REPORTS:

- Directors report as reviewed.
- The Building Committee reported that after reviewing all Quotes from Architects, the firm of Architectural Concepts in Grand Rapids, MI was accepted. Offer was confirmed by the Committee to that Firm.
-

BOARD TRAINING: By-Laws and Ethics Policy were reviewed.

Unfinished Business:

Trustee Openings were discussed and it was noted that the search for replacements for the Village of Clarksville, Campbell Township (Floater) and Saranac School District is an on going project.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on September 21, 2022 at the Saranac location.

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

Present: President Becky Fitzpatrick, Vice President, John Guessenbauer, Financial, Patricia Essig, Secretary, Lisa Hill, Jackie Bowen, Michele Westbrook.

Absent: Kerry Fountain

The Motion to approve the Agenda was made by Michele Westbrook, seconded by John Gussenbauer. Approved by all.

The motion to approve the minutes was made by John Gussenbauer, seconded by Jackie Bowen, approved by roll call vote.

Financial Reports: These will be addressed at the October 2022 meeting.

- CORRESPONDENCE: None
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- PUBLIC COMMENTS: None

REPORTS:

- Directors report as reviewed.
-

Unfinished Business:

The Annual Budget for the 2022-2023 fiscal year was reviewed. Motion to approve the Budget as presented made by John Gussenbauer, seconded by Lisa Hill. Approved by Roll call vote.

Directors Review: Upon written request from the Director Kerry Fountain, her annual review will be gone over in a Closed Session. Motion to move to Closed Session was made by Lisa Hill, seconded by Michele Westbrook, approved by roll call vote. Time of start 6:55pm.

Motion to adjourn closed session at 7:21pm made by Jackie Bowen, seconded by Michele Westbrook, approved by roll call vote.

After discussion, Motion to approve a salary increase was made by Lisa Hill, seconded by Jackie Bowen, Approved by Roll Call Vote.

New Business:

Motion to Thank Michele Westbrook upon her retirement from serving on the Library Board for 18 years, made by Jackie Bowen and Lisa Hill. Michele was given a plaque noting her service. Refreshments were served.

Motion to adjourn meeting made by Pat Essig, seconded by John Gussenbauer. Meeting Adjourned at 7:36 pm. Submitted by Patricia Essig: Secretary.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on August 17, 2022 at the Clarksville location.

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

Present: President Becky Fitzpatrick, Vice President, John Guessenbauer, Financial, Patricia Essig, Secretary, Lisa Hill, Michele Westbrook, Kerry Fountain, Director.

Absent: Jackie Bowen

The Motion to approve the Agenda was made by Michele Westbrook, seconded by John Gussenbauer. Approved by all.

The motion to approve the minutes was made by Lisa Hill, seconded by Michele Westbrook, approved by roll call vote.

The motion to approve the financial reports was made by Lisa Hill, seconded by John Gussenbauer, with the explanation that accounts listed that had no amounts will be corrected in the coming fiscal year, 2022/2023. This occurred when the State of Michigan restructured accounting practices. Approved by all.

- CORRESPONDENCE: None
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- PUBLIC COMMENTS: None

REPORTS:

- Directors report as reviewed.
- Kerry noted that the Summer reading program for both Libraries had 200 Children.
- Personnel: The Director review form was gone over and the due date for trustees to complete the form and turn in to the President Becky Fitzpatrick will be September 12th.
- The proposed budget was addressed with minor adjustments, the budget will be on the September Agenda.
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Unfinished Business:

The search for an Auditor for the coming three (3) fiscal years was addressed. After review of all Quotes received the Financial Committee recommended the Firm of

Vredeveld Haefner LLC be hired. After addressing questions as to this recommendation, a motion to Approve this firm as Auditors was made by John Gussenbauer, seconded by Pat Essig, Approved by roll call vote.

The Village of Clarksville submitted a contract for the installation of a Village Playground in the Vacant Lot owned by the Library. Upon review by the Board of this contract, a motion to accept the contract was made by Michele Westbrook, seconded by John Gussenbauer, approved by roll call vote.

New Business:

Board Terms expiring at the end of September 2022 are: Pat Essig and Michele Westbrook. Pat Essig has agreed to continue as a Trustee, Michele Westbrook will be retiring after serving on the Library Board for a number of years. This position will be filled by the next community on the Floater Trustee list, Campbell Township.

As Michele Westbrook is retiring, a new person is required as authorized signer on all financial accounts. Becky Fitzpatrick was requested to fill this position and has accepted. Motion to approve Becky Fitzpatrick as co-signer was made by Michele Westbrook, seconded by Pat Essig, approved by roll call vote.

Insurance Stipend was addressed and Motion to continue with the \$150.00 amount was made by Lisa Hill, seconded by Michele Westbrook, approved by roll call vote.

Amending the Employee break/lunch policy was addressed. Following discussion a motion to amend this policy to read: Employees who work more than five (5) hours per day are entitled to an unpaid, off-duty, thirty (30) minute meal period. Employees will be required to punch out for their meal period and may leave the premises for the meal period. Motion was made by Lisa Hill, seconded by Pat Essig, approved by Vote, with one abstention. Note: Staff schedules will be adjusted to make sure that no employee will lose any hours from their weekly schedule.

Motion to adjourn meeting made by Pat Essig, seconded by Lisa Hill. Meeting Adjourned at 7:55pm. Submitted by Patricia Essig: Secretary.

NO BOARD MEETING

JULY 2022

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on June 15, 2022 at the Saranac location.

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

Present: President Becky Fitzpatrick, Vice President, John Guessenbauer, Financial, Patricia Essig, Secretary, Lisa Hill, Jackie Bowen, Kerry Fountain, Director.

Absent: Michele Westbrook

The Motion to approve the Agenda was made by Jackie Bowen, seconded by John Gussenbauer. Approved by all.

The motion to approve the minutes with corrections noted was made by John Gussenbauer, seconded by Jackie Bowen, approved by roll call vote.

The motion to approve the financial reports was made by Jackie Bowen, seconded by Lisa Hill, approved by all.

- CORRESPONDENCE: None
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- PUBLIC COMMENTS: None

REPORTS:

- Directors report as reviewed.
- Kerry noted that she has hired two new members to the staff.
- The Building Committee reported that they have assembled a primary list of ideas for the addition and remodeling of the Saranac Location. Several Architects have been interviewed to date.

Unfinished Business:

The Agreement with the Village of Clarksville regarding the proposed playground was reviewed. Kerry noting that the Village has some concerns as to Clause #1 which addresses the Option for either party to withdraw from the Agreement before the 20 year lease expires. The Village of Clarksville is in the process of addressing this with their Attorney.

New Business: None

Motion to adjourn meeting made by John Gussenbauer, seconded by Jackie Bowen.
Meeting Adjourned at 7:04pm. Submitted by Patricia Essig: Secretary.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on May 18, 2022 at the Clarksville location.

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

Present: President Becky Fitzpatrick, Mary McAlary, Vice President, John Gussenbauer, Financial, Patricia Essig, Secretary, Michele Westbrook, Lisa Hill, Jackie Bowen, Kerry Fountain, Director.

Absent: None

The Motion to approve the Agenda was made by Pat Essig, seconded by Mary McAlary. Approved by all.

The motion to approve the minutes was made by Michele Westbrook, seconded by John Gussenbauer, approved by roll call vote.

The motion to approve the financial reports was made by John Gussenbauer, seconded by Mary McAlary, approved by all.

- CORRESPONDENCE: None

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- PUBLIC COMMENTS: None

REPORTS:

- Directors report as reviewed.

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BOARD TRAINING: As a group the Twelve Golden Rules for Board Members was gone over as a reminder of the Boards Duties.

Unfinished Business:

Committees: Motion to create the following committiee was made by Michele Westbrook, seconded by Mary McAlary, approved by roll call vote:

Personnel Committee: Jackie Bowen -

Finance/Policy Committee: John Gussenbauer, Pat Essig

Building/Grounds Committee: Lisa Hill, Jackie Bowen, Michele Westbrook.

New Business: Motion to seek quotes for Auditor for the Annual Audit was made by Michele Westbrook, seconded by John Gussenbauer, approved by roll call vote.

The topic of a Board Member notifying the Director or President of their inability to attend a Monthly meeting was gone over. It was decided that a notification by Noon on the Day of the meeting would give time to the Director to post notifications on the Building Doors and Social Media of the cancellation of the meeting should there would not be a quorum.

As for Board Goals, it was noted that with the establishment of Committees that would be a topic to be covered by the proper committee.

The issue of the Playground in Clarksville it was noted that this is something to be reviewed by an Attorney.

Mary McAlary stated that as she was in the process of moving to another city, her position on the Board would be vacant as of June.

Motion to adjourn meeting made by Mary McAlary, seconded by Pat Essig. Meeting ended at 7:55 pm. Submitted by Patricia Essig: Secretary.

Corrected Minutes: Noted at the June 15, 2022 Meeting.

1. Jackie Bowen is on just the Personnel Committee
2. Becky Fitzpatrick and Kerry Fountain to be listed as being on Personnel, Finance / Policy and Building/Grounds Committees.
3. When unable to attend it is to be noted that Both the Director and President are to be notified.

**The April 2022 Saranac
Clarksville District
Library Board of
Trustees meeting was
not held due to a lack
of a quorum of board
members present**

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on March 16, 2022 at the Saranac location.

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

Present: President Becky Fitzpatrick, Mary McAlary, Vice President, John Gussenbauer, Financial, Patricia Essig, Secretary, Michele Westbrook, Lisa Hill, Jackie Bowen, Kerry Fountain, Director.

Absent: None

The Motion to approve the Agenda was made by John Gussenbauer, seconded by Jackie Bowen. Approved by all.

The motion to approve the minutes was made by John Gussenbauer, seconded by Lisa Hill, approved by roll call vote.

The motion to approve the financial reports was made by John Gussenbauer, seconded by Lisa Hill, approved by all.

- CORRESPONDENCE: None
-
- PUBLIC COMMENTS: The Berlin Township representatives: Bob Bennett, Township Supervisor and Rachel Alexander, Township Clerk addressed an issue regarding Library Services.

REPORTS:

- Directors report as reviewed.
-

BOARD TRAINING: None

Unfinished Business: Berlin Township.

Discussion on Berlin Township moving their entire Township to the Saranac-Clarksville

District Library service area was addressed. It was noted that 20% of the Township residents are unable to vote for either Ionia District Library or the Saranac-Clarksville District Library.

After review of the facts presented by the Berlin Township representatives, the Library Board noted that the Saranac-Clarksville District Library is open to the possibility of accepting the remainder of the Township Residents now covered by another Library into our District Library. The Saranac-Clarksville District Library presently serves a large portion of the Berlin Township residents. Representation based on School Districts.

Berlin Township to investigate the proper procedure for them to achieve the transfer of the remaining portion of their Township into our service area.

Motion to approve the proposal made by John Gussenbauer, seconded by Jackie Bowen, approved by roll call vote.

Committees: The issue of creating Committees was addressed and a potential list of committees was presented. As follows: Personnel - Board Training

Policy

Building and Grounds / Strategic planning

Finance / personnel

Suggestion made that each Committee have 3 members, one member being the President. At the next meeting the President will present an expanded description regarding the focus of each Committee.

New Business: None

Motion to adjourn meeting made by Mary McAlary, seconded by Pat Essig. Meeting ended at 7:40 pm. Submitted by Patricia Essig: Secretary.

**SARANAC CLARKSVILLE
DISTRICT LIBRARY
BOARD MEETING**

The meeting of the Saranac Clarksville District Library Board was held on February 16, 2022 at the Clarksville location.

The meeting was called to order by President Becky Fitzpatrick at 6:32 pm.

Present: President Becky Fitzpatrick, Vice President Mary McAlary, Treasurer John Gussenbauer, Michele Westbrook.

Absent: Patricia Essig, Secretary, Jackie Bowen, Lisa Hill

A motion to approve the agenda was made by Michele Westbrook, seconded by Mary McAlary. President Becky Fitzpatrick requested an additional new business item be added as B. Committees. Motion passed with amendment.

A motion was made to approve the January 19, 2022 minutes by Michele Westbrook, supported by John Gussenbauer. One correction was requested- Mary McAlary was absent from the January meeting, not present. Motion passed with amendment to minutes.

A motion was made by Michele Westbrook, supported by Mary McAlary to accept the financial report as written. Motion passed.

Public Comments: Board commented that interactions with the staff at both locations in the past month have been very positive.

Reports: Director added in that the plumbing has been corrected in Saranac to fix the sewage clog issue.

Board Training: Michael McGovern joined the meeting and reviewed the library investments. A decision was made to continue the rotation of cd's for the short term cash flow. The December roll out will be placed in a six month cd.

Old Business: A motion to change the mileage wording to: "The Saranac Clarksville District Library will not pay mileage when staff drives between the two branch locations" was made by Mary McAlary and seconded by John Gussenbauer. Motion passed.

New Business:

A motion was made by John Guessenbauer and seconded by Mary McAlary to accept Central Michigan's bid for various work to be done at the Saranac and Clarksville location. Motion passed.

President Becky Fitzpatrick requested that the board form some committees to make decision making easier on the board members. Some suggested committees were Policy, Building and Grounds, Personnel, and Expansion. Becky asked that board members think about committees that they would like to be involved with and this will be discussed further next meeting after more research has been completed.

A motion to adjourn was made by Michele Westbrook and seconded by Mary McAlary. Meeting adjourned at 8:10 pm.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on January 19, 2022 at the Saranac location.

The meeting was called to order by President Becky Fitzpatrick at 6:35pm.

Present: President Becky Fitzpatrick, ~~Mary McArary~~, Vice President, John Gussenbauer, Financial, Patricia Essig, Secretary, Michele Westbrook, Lisa Hill, Jackie Bowen, Kerry Fountain, Director.

Absent: ~~None~~ *Mary McArary*

The Motion to approve the Agenda with the addition of review of the Board Calendar was made by John Gussenbauer, seconded by Lisa Hill. Approved by all.

The motion to approve the minutes with typographical errors noted was made by John Gussenbauer, seconded by Michele Westbrook, approved by roll call vote.

The motion to approve the financial reports was made by Jackie Bowen, seconded by Lisa Hill, approved by all.

- CORRESPONDENCE: None
-
- PUBLIC COMMENTS: NONE

REPORTS:

- Directors report as reviewed and it was noted that Michael McGovern will attend the February meeting in Clarksville to address the investments.
-

BOARD TRAINING:

The Board calendar was compiled by Michele Westbrook and reviewed. Board Goals is an ongoing project.

The issue of cost of legal fees was discussed and it was noted that we received a notice from the Legal firm that their fees will rise by 5% this year. The subject of just who will have the right to contact the Legal firm on behalf of the Board was extensively discussed and the matter was eventually tabled until a later date.

Unfinished Business:

The issue of Mileage Reimbursement was once again addressed. After some discussion and review of the Attorneys suggestions no solid decision could be reached and agreement was reached that this issue be addressed at a later date.

New Business:

The QSAC program was talked about and it was agreed that rather than totally commit to the program, we use it as a guideline to help further the services provided by the Library.

The issue of Berlin Township was addressed and after some discussion it was decided that we would keep an open mind on the subject and offer assistance if possible. This topic to remain open so that the Board can be kept updated as to any decisions made by the Berlin Township Board. This Board is willing to listen to any representatives of the Township Board who wish to present their ideas.

Motion to adjourn meeting made by Lisa Hill, seconded by Jackie Bowen. Meeting ended at 8:35 pm. Submitted by Patricia Essig: Secretary.

December 2021
SCDL Board
Meeting was
canceled due to
lack of agenda
items

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on November 17, 2021 at the Clarksville location.

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

Present: President Becky Fitzpatrick, Mary McAlary, Vice President, John Gussenbauer, Financial, Patricia Essig, Secretary, Lisa Hill, Jackie Bowen, Kerry Fountain, Director.

Absent: Michele Westbrook

The Motion to approve the Agenda was made by John Gussenbauer, seconded by Jackie Bowen. Approved by all.

The motion to approve the minutes was made by John Gussenbauer, seconded by Mary McAlary, approved by roll call vote.

The approval of the financial statements was tabled, due to lack of the statements.

- CORRESPONDENCE: None
-
- PUBLIC COMMENTS: NONE

REPORTS:

- Directors report was reviewed. Kerry reported that the issue of the playground in Clarksville is on going. The Village has opted to proceed with the project in small increments.
- *It was brought to the Boards attention that there has been a large influx of Material Challenges in area libraries.*

BOARD TRAINING:

The issue of a lack of Board Goals and a Board Calendar were gone over. It was suggested that a committee be formed to handle this issue.

Unfinished Business:

As part of the Directors Goals, Kerry suggested that the Library start an Out-reach program whereby a member of the staff would be asked to attend or join a Civic Group and this person would be paid their regular salary while attending these meetings as a Library Advocate . Any fees involved to become a member of an organization would be paid by the Library. Motion to approve this program was made by Jackie Bowen, seconded by Lisa Hill, approved by all in a vote.

New Business:

Upon further discussion, a tentative list of Board Goals was formed. This to be filled out by Committees. 1. Form a 5 year expansion plan for the Saranac Location. 2. Sac issue to be addressed by Michele Westbrook, and a committee. 3. Support the Outreach program in order to help with the 2024 county wide millage. Motion to set these ideas in motion and further expand upon them by a committee was made by Lisa Hill, seconded by Jackie Bowen, approved by vote.

Employee Retirement contribution was addressed. The employee must be employed for 1 year to qualify. The board reviewed the amount to be issued and settled on a 4% contribution. Motion to approve this amount was made by Lisa Hill, seconded by John Gussenbauer, approved by roll call vote.

The issue of mileage reimbursement was gone over and as this needed to be researched further as to how other Libraries handle this issue, the subject was Tabled until that research can be accomplished.

Motion to adjourn meeting made by Lisa Hill, seconded by Mary McAlary. Meeting ended at 7:55 pm. Submitted by Patricia Essig: Secretary.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on October 20, 2021 at the Saranac location.

The meeting was called to order by Vice President Mary McAlary at 6:30pm.

Present: President, Mary McAlary, Vice President, John Guessenbauer, Financial, Patricia Essig, Secretary, Michele Westbrook, Becky Fitzpatrick, Jackie Bowen, Kerry Fountain, Director.

Absent: Lisa Hill

The Motion to approve the Agenda was made by Michele Westbrook, seconded by Jackie Bowen. Approved by all.

The motion to approve the minutes was made by Becky Fitzpatrick, seconded by Jackie Bowen approved by roll call vote.

The motion to approve the financial statements was made by Jackie Bowen, seconded by John Gussenbauer approved by all.

- CORRESPONDENCE: None
-
- PUBLIC COMMENTS: NONE

REPORTS:

- Directors report was reviewed. The Library will participate in the Harvest Fest Celebration on October 30th (Trunk or Treat).
- The Board was treated to a short video and received a bag from the Program Coordinator *Erin Supri* as to how she provides Story Time and Take and Make projects for both Children and Adults.

BOARD TRAINING:

None

Unfinished Business:

The subject of leasing the vacant lot in Clarksville to the Village of Clarksville to use as a playground was reviewed. Motion to offer a 20 year lease at a minimal fee, with the Village providing the necessary insurance and liability insurance for the playground, also we would ask that the Village assist in the resealing and marking of the current parking lot in order to avoid confusion as the where to park. This agreement to be gone over by our Attorney. Motion made by Jackie Bowen, seconded by Becky Fitzpatrick, approved by roll call vote.

New Business:

The Election of Officers for a 3 year term was addressed: Motion to elect Becky Fitzpatrick as President was made Becky accepted. The motion made by Michele Westbrook, seconded by John Gussenbauer, was approved by roll call vote.

Motion to re- elect Mary McAlary as Vice President made and was accepted by Mary. The motion was made be Jackie Bowen, seconded by John Gussenbauer, approved by roll call vote.

Upon request of the Board and with their consent, current Board Treasurer: John Gussenbauer and current Board Secretary: Patricia Essig were unanimously voted a 3 year extension of their terms.

Director Goals were reviewed and Kerry noted that she is still researching the expansion of a non-Traditional collection.

Board Goals: The Board as a whole were requested to attend the next meeting armed with suggestions for the Board to address in the 2021/2022 year.

Motion to adjourn meeting made by Jackie Bowen, seconded by John Gussenbauer. Meeting ended at 7:40 pm. Submitted by Patricia Essig: Secretary.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on September 15, 2021 at the Saranac location.

The meeting was called to order by Vice President Mary McAlary at 6:30pm. Due to a time conflict, Lisa Hill assumed the task of presiding over the meeting at 7:00pm.

Present: President, Lisa Hill, Mary McAlary, Vice President, John Guessenbauer, Financial, Patricia Essig, Secretary, Michele Westbrook, Becky Fitzpatrick, Jackie Bowen, Kerry Fountain, Director.

Absent: None

The Motion to approve the Agenda was made by Michele Westbrook, seconded by Jackie Bowen. Approved by all.

The motion to approve the minutes was made by Michele Westbrook, seconded by Becky Fitzpatrick approved by roll call vote.

The motion to approve the financial statements was made by Jackie Bowen, seconded by Becky Fitzpatrick, approved by all.

- CORRESPONDENCE: None
-
- PUBLIC COMMENTS: NONE

REPORTS:

- Directors report was reviewed. It was noted that the Clarksville Library has attained 6 new members.

BOARD TRAINING:

None

Unfinished Business:

Job descriptions for all employees was reviewed and it was noted that a job description

for the position of Library Director has been included in the package. Also a list of Salary ranges for the various positions was reviewed. Motion to approve package was made by Michele Westbrook, seconded by John Gussenbauer, approved by all.

New Business:

The list of meeting dates for 2021/2022 was reviewed and motion to approve as presented was made by Jackie Bowen, seconded by Michele Westbrook, approved by all.

The topic of selling vs. leasing the vacant lot in Clarksville to the Village of Clarksville to be used to install a playground was gone over. It was agreed that as the Village approached Kerry Fountain with the matter, that Kerry would research the topic further and present to the Board the options given by the Village of Clarksville at a later date.

Upon giving Kerry the rest of the evening off, the matter of the Directors review and salary were gone over. Upon discussion, the matter of Salary was agreed upon. Motion to approve the adjusted salary was made by Jackie Bowen, seconded by John Gussenbauer, approved by roll call vote.

Motion to adjourn meeting made by Pat Essig, seconded by Mary McAlary. Meeting ended at 7:45 pm. Submitted by Patricia Essig: Secretary.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on August 18, 2021 at the Clarksville location.

President Lisa Hill called the meeting to order at 6:30pm.

Present: President, Lisa Hill, Mary McAlary, Vice President, John Guessenbauer, Financial, Patricia Essig, Secretary, Michele Westbrook, Becky Fitzpatrick, Kerry Fountain, Director.

Absent: Jackie Bowen

The Motion to approve the Agenda was made by Becky Fitzpatrick, seconded by Michele Westbrook. Approved by all.

The motion to approve the minutes was made by Michele Westbrook, seconded by Mary McAlary, approved by roll call vote.

The motion to approve the financial statements was made by John Gussenbauer, seconded by Becky Fitzpatrick approved by all.

- CORRESPONDENCE: None
-
- PUBLIC COMMENTS: NONE

REPORTS:

- Directors report was reviewed.

BOARD TRAINING:

None

Unfinished Business:

Review for Director was gone over and it was decided to use the form as presented. Lisa requested that each member of the Board fill out the form and return no later than September 3rd so that the results could be presented at the September 15th meeting.

Job descriptions for all employees was reviewed and it was noted that a job description for the position of Library Director should be included in the package. This topic will then be re-addressed at the September meeting and voted upon.

Both Berlin Township and the Schools have indicated that they are more than willing to have John Gussenbauer and Lisa Hill remain as their representatives on the Library Board.

New Business:

The Preliminary budget for 2021/2022 was reviewed. After several questions that were satisfactorily answered by Kerry Fountain, the Board agreed that in order to save time at the September meeting the Proposed Budget would be accepted as final.

Motion to approve the 2021/2022 annual budget was made by Michele Westbrook, seconded by John Gussenbauer and approved by a roll call vote.

Motion to adjourn meeting made by Pat Essig, seconded by Mary McAlary. Meeting ended at 7:35 pm. Submitted by Patricia Essig: Secretary.



Saranac Clarksville District Library

Saranac Clarksville District Library
61 Bridge Street
PO Box 27
Saranac, MI 48881
616-642-9146

165 N. Main St
PO Box 200
Clarksville, MI 48815
616-693-1001

July is a scheduled off month
for Trustee meetings.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on June 19, 2021 at the Saranac Library.

President Lisa Hill called the meeting to order at 6:35pm.

Present: President, Lisa Hill, Mary McAlary, Vice President, John Gussenbauer, Financial, Patricia Essig, Secretary, Michele Westbrook, Jackie Bowen, Becky Fitzpatrick, Kerry Fountain, Director.

Absent: None

The Motion to approve the Agenda with corrections was made by John Gussenbauer, seconded by Mary McAlary, approved by all.

The motion to approve the minutes was made by Becky Fitzpatrick, seconded by John Gussenbauer, approved by roll call vote.

The motion to approve the financial statements was made by John Gussenbauer, seconded by Becky Fitzpatrick approved by all.

- CORRESPONDENCE: None
-
- PUBLIC COMMENTS: NONE

REPORTS:

- Directors report was reviewed.

BOARD TRAINING:

Unfinished Business:

Emails have been left to each Board Members personal choice.

Both John Gussenbauer and Lisa Hill have agreed to continue on as members of the Library Board .

New Business:

A. Directors review form was gone over and changes to the form were suggested. To be changed and given out in August.

B. Michael McGovern attended the meeting and presented suggestions as to how to invest the Libraries monies so that they will be protected by the FDIC. Decision was made and given to Michael to implement.

Motion made to approve by Mary McAlary, seconded by John Gussenbauer approved by roll call vote.

C. Masking within Libraries.

Upon review of the current MIOSHA guidelines regarding Masking and Social Distancing the Board elected to form the following policy:

Anyone not fully vaccinated must wear a mask when the Libraries are open to the Public. All must maintain the Social Distancing guidelines (keep a 6' distance between Patrons and fellow employees).

This policy will continue to be automatically updated as MIOSHA and the Governor Release updates.

Motion to approve made by Becky Fitzpatrick, seconded by Michele Westbrook, Approved by roll call vote.

D. Updated employee job descriptions were reviewed.

Motion to adjourn meeting made by John Gussenbauer, seconded by Pat Essig. Meeting ended at 8:35 pm. Submitted by Patricia Essig: Secretary.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on May 19, 2021 at the Clarksville Library.

VICE PRESIDENT Mary McAlary called the meeting to order at 6:30 pm.

Present: Mary McAlary, Vice President, John Guessenbauer, Financial, Patricia Essig, Secretary, Michele Westbrook, Jackie Bowen, Becky Fitzpatrick, Kerry Fountain, Director.

Absent: President: Lisa Hill

The Motion to approve the Agenda by Michele Westbrook, seconded by Jackie Bowen, approved by all.

The motion to approve the minutes was made by Michele Westbrook, seconded by Jackie Bowen approved by roll call vote.

The motion to approve the financial statements was made by Jackie Bowen, seconded by Becky Fitzpatrick. Approved by All.

Mention was made that the date of Michael McGovern's attendance at a meeting to update the Board on a Financial matter was not addressed in the April Minutes. The date of his attendance was left to his discretion.

- CORRESPONDENCE: None
-
- PUBLIC COMMENTS: NONE

REPORTS:

- Directors Report: Kerry Fountain announced that Michael McGovern will attend the June 16, 2021 meeting.
- Kerry to inquire as to the definition of "Impound Payment" as stated on our financial information received from the accounting firm.
- Kerry is awaiting further information from our IT person as to how to address the E-mail account issue.

BOARD TRAINING:

Kerry located a short video on the subject of Director Review. She also showed a video

explanation of the new card catalog system to be put in place in June 2021.

The Board requested that Kerry locate the information on the subject of Director Review as stated in the video presentation so that the Board may review and update the current form.

Unfinished Business:

As stated above, the subject of E-mail communications will be gone over at the June 16, 2021 meeting.

New Business:

A. The Board received the updated list of Board Terms. It was noted that two Board Members terms are due to expire on September 30, 2021. Lisa Hill, Saranac Community Schools representative and John Guessenbaauer - Berlin Township. These persons were asked to inform the Board of their decision whether to stay on or to retire.

B. The Mid-Year Directors Goals were gone over : All points were gone over with special notes on Rewarding the staff for their good work. New positions involving the management and guidance of the staff, so that they will have a clear idea of where to go to resolve issues. An Organizational chart will be created to assist in the matter.

It was also noted that Erin our program person has applied for and received a Grant from the Ionia Community Foundation to be used in her programming efforts.

C. Kerry and her staff are currently assessing the need for additional Hot Spots and Home Schooling Kits to be made available to our Patrons.

Motion to adjourn meeting made by Jackie Bowen, seconded by Mary McAlary. Meeting ended at 7:35 pm. Submitted by Patricia Essig: Secretary.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Meeting of the Saranac-Clarksville District Library Board was held on April 21, 2021 at the Saranac Public Library.

PRESIDENT Lisa Hill called the meeting to order at 6:30 pm.

Present: Lisa Hill, President, Mary McAlary, Vice President, John Gussenbauer, Financial, Patricia Essig, Secretary, Michele Westbrook, Jackie Bowen, Becky Fitzpatrick, Kerry Fountain, Director.

Absent: None

The motion to approve the Agenda with the following amendment: Remove Item II as this meeting was held in person. Motion to approve the Agenda by Jackie Bowen, seconded by Michele Westbrook, approved by all.

The motion to approve the minutes was made by John Gussenbauer, seconded by Becky Fitzpatrick, approved by roll call vote.

The motion to approve the financial statements was made by John Gussenbauer, seconded by Jackie Bowen. Approved by All.

- CORRESPONDENCE: None
-
- PUBLIC COMMENTS: NONE

REPORTS:

- Directors Report: The report was reviewed and Financial report given in same was gone over and agreed that we would wait for further information from Michael McGovern regarding the protection of the monies not covered by Government Insurance.

BOARD TRAINING:

Options for continued Board Training were reviewed. All agreed that the issue of use of Private E-mail vs. Encrypted E-mail were reviewed. Kerry to cover this issue with our IT person before the next regular meeting of the Board.

Several topics were suggested, there will be a hard copy in our May Board packet. All agreed that these topics would be covered every other month/or quarter.

Unfinished Business:

This was covered in our Board Training.

New Business:

A. The necessity of adopting a policy covering the Health and wellbeing of not only our Staff but the General Public was covered. The policy presented to the Board was reviewed and with the following amendments: "Title the Policy and present to our Employment Attorney for review" was approved Motion made by Jackie Bowen, seconded by John Gussenbauer, approved by All.

B. Confidentiality Policy update: In order to update the previous policy to comply with current rulings, a Motion to approve the changes and amend the previous policy was made by Michele Westbrook, seconded by Mary McAlary, approved by all.

C. Security Camera Policy: Again in order to update the previous rulings and comply with the current rulings a Motion to approve the changes and amend the previous policy was made by Mary McAlary, seconded by Becky Fitzpatrick, approved by all.

D. Costs for printing and faxing and copying. The topic of updating the current policy regarding charging for such services was gone over and updating the Policy now in effect was discussed. Motion to allow our Patrons free printing and copying for 20 pages per day regardless if black & white or color and to charge .25 cents per page to non patrons for 20 pages per day this regardless if black & white or color. Motion made by Mary McAlary, seconded by John Gussenbauer, approved by all.

Motion to adjourn meeting made by Jackie Bowen, seconded by Mary McAlary. Meeting ended at 7:40 pm. Submitted by Patricia Essig: Secretary.

The March
2021 Board
Meeting was
canceled due
to Covid
Related issues

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Virtual meeting of the Saranac - Clarksville District Library Board was held on February 17, 2021 Via Zoom connection.

PRESIDENT Lisa Hill called the meeting to order at 6:40 pm.

Present: Michele Westbrook, Patricia Essig , Kerry Fountain, Jackie Bowen, Lisa Hill, Becky Fitzpatrick, John Gussenbauer

Absent: Mary McAlary

The motion to approve the Agenda was made by Jackie Bowen seconded by , John Gussenbauer, approved by roll call vote.

The motion to approve the minutes was made by John Gussenbauer, seconded by Becky Fitzpatrick, approved by roll call vote.

The motion to approve the financial statements was made by Jackie Bowen, seconded by John Gussenbauer. Approved by All.

- CORRESPONDENCE: None
-
- PUBLIC COMMENTS: NONE

REPORTS:

- Directors Report: Michael McGovern is in the process of working on the necessary changes to our Investments as covered in the January meeting.
- Employee Training has been on going and the employees are using the tools provided by the Director.

BOARD TRAINING:

Kerry Fountain found a quick guide to Roberts Rules of Order. This was reviewed.

Discussion was held on the use of Private E-mail use for Library Board use.

Unfinished Business:

The review of Employee Handbook pages 39-44 was gone over and a motion to approve

the pages (with the problem involving use of employee cell phones during work hours addressed and noted a change in the wording to state usage to be limited to--). Motion made by John Gussenbauer, seconded by Jackie Bowen, approved by all.

New Business:

E-mail communications between board members has been tabled for another meeting pending investigation regarding the use of Personal vs. Zimbra.

After a brief discussion, all agreed to not have a March 2021 meeting so that the virus situation can straighten itself out.

Hoopla usage has risen in the last months most likely due to the stay at home measures.

Motion to adjourn meeting made by Jackie Bowen, seconded by Becky Fitzpatrick.. Meeting ended at 7:30 pm. Submitted by Patricia Essig: Secretary.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Virtual meeting of the Saranac - Clarksville District Library Board was held on January 20, 2021 Via Zoom connection.

PRESIDENT Lisa Hill called the meeting to order at 6:35 pm.

Present: Michele Westbrook, Patricia Essig , Kerry Fountain, Jackie Bowen, Lisa Hill, Becky Fitzpatrick, John Gussenbauer

Absent: Mary McAlary

The motion to approve the Agenda was made by Becky Fitzpatrick seconded by , Jackie Bowen, approved by roll call vote.

The motion to approve the minutes was made by Becky Fitzpatrick, seconded by Jackie Bowen, approved by roll call vote.

The motion to approve the financial statements was made by Michele Westbrook, seconded by Pat Essig. Approved by All.

- CORRESPONDENCE: None
-
- PUBLIC COMMENTS: NONE

REPORTS:

- Directors report was reviewed. Curbside pickup/delivery going well.

BOARD TRAINING:

Old Business:

The issue of Employee Insurance Coverage was gone over. The idea of a flat fee (percentage) was discussed and all agreed that upon investigation by Director Kerry Fountain as to the percentage given by other Libraries the rebated amount would be given to all full time employees not accepting insurance coverage provided by the Library. Motion to accept with a note that this issue will be addressed each August to be given in the up coming fiscal year (2021-2022) forward was made by John Gussenbauer, seconded by Pat Essig, approved by all.

New Business:

Michael McGovern, investment counselor spoke about the status of our investments. It was noted that several of the investments should be moved to a more stable investment fund for the coming year. Motion to approve made by John Gussenbauer, seconded by Pat Essig, approved by all.

Kim Brown has become a Notary Public and has agreed to provide her Notary services at this time Curbside only. There will be no charge for this service, however, there are some documents that will not be Notarized by Kim and are noted on the information made to the public. Motion to approve above made by Michele Westbrook, seconded by Becky Fitzpatrick, approved by all.

On a closing note, it was noted by Kerry Fountain that with luck and the approval of the Governor the Library may re-open the first week of February?

Motion to adjourn meeting made by Jackie Bowen, seconded by Pat Essig. Meeting ended at 7:50 pm. Submitted by Patricia Essig: Secretary.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Virtual meeting of the Saranac - Clarksville District Library Board was held on December 16, 2020 Via Zoom connection.

PRESIDENT Lisa Hill called the meeting to order at 6:30 pm.

Present: Mary McAlary, Patricia Essig , Kerry Fountain, Jackie Bowen, Lisa Hill, Becky Fitzpatrick, John Gussenbauer

Absent: Michele Westbrook

The motion to approve the Agenda was made by Becky Fitzpatrick seconded by , John Gussenbauer approved by roll call vote.

The motion to approve the minutes was made by Mary McAlary, seconded by Becky Fitzpatrick, approved by roll call vote.

The motion to approve the financial statements was made by John Gussenbauer, seconded by Mary McAlary. Approved by All.

- CORRESPONDENCE: None
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- PUBLIC COMMENTS: NONE

REPORTS:

- Directors report was reviewed. Kerry informed the Board that the Annual Audit will be finished and included in the January 2021 Board Packet.

BOARD TRAINING:

It was noted that our Investment Person, Michael McGovern will be present one way or the other at our January meeting to bring us up to date on investments.

Old Business:

Once again the Grievance Policy was reviewed. The Employment Attorney has informed us that this type of Policy should be best handled by the Board. The approval of this policy is on hold until a further date.

New Business: Pages 32-38 of the Employee Handbook was approved subject to noted changes: Define the process of notifying the Director of the Call to Jury Duty.

The Health Insurance re-imbusement issue was gone over, and the \$150.00 was agreed upon as the amount to be given out. This to full time employees only. Motion to approve the above Employee Handbook and Health Insurance re-imbusement was made by John Gussenbauer, seconded by Becky Fitzpatrick, approved by roll call vote.

Motion to adjourn meeting made by Jackie Bowen, seconded by Pat Essig. Meeting ended at 7:20 pm. Submitted by Patricia Essig: Secretary.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Virtual meeting of the Saranac - Clarksville District Library Board was held on November 18, 2020 Via Zoom connection.

PRESIDENT Lisa Hill called the meeting to order at 6:30 pm.

Present: Mary McAlary, Patricia Essig , Kerry Fountain, Michele Westbrook , Jackie Bowen, Lisa Hill, Becky Fitzpatrick, John Gussenbauer

Absent: None

The motion to approve the Agenda was made by John Gussenbauer seconded by , Pat Essig approved by roll call vote.

The motion to approve the minutes was made by Jackie Bowen, seconded by Becky Fitzpatrick, approved by roll call vote.

The motion to approve the financial statements was put on hold until the December meeting as there are some adjustments that need to be made to accommodate the information received from the Auditors annual report. After discussion everyone agreed to accept.

- CORRESPONDENCE: None
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- PUBLIC COMMENTS: NONE

REPORTS:

- Directors report was reviewed.

BOARD TRAINING:

Revised Ethics Policy was gone over, this policy details the responsibilities of a Board Member. After review and discussion, it was agreed that if the Board Member accepts the terms of the policy they would sign the policy and return copy to the Library Director to be put on file. Motion to Approve as written was made by Michele Westbrook, seconded by Jackie Bowen, approved by all.

Old Business:

Berlin Township penal fines issue: All paperwork has been signed and forwarded to Berlin Township for their Board Approval. This issue has now been put to rest.

The topic of new office furniture for the Director was addressed. This purchase has come about due to the re-alignment of Library work spaces to accommodate the Pandemic issue. The Director now uses the Saranac locations conference room as her office. After review of pricing received from 2 companies (these included installation) Jackie Bowen made a motion that we accept the Kentwood bid, motion seconded by Mary McAlary, approved by all.

Motion to approve the new Grievance policy for employees with review by the Attorney, was made by Mary McAlary, seconded by John Gussenbauer, approved by all.

New Business:

The need to replace the lighting in the Saranac Location was gone over. The current lighting will be replaced with LED fixtures. Motion to accept the bid from Flat River Electric located in Lowell was made by Jackie Bowen, seconded by Mary McAlary, approved by all.

The annual assessment of the Employee Retirement Contribution was gone over. After discussion and review of this past year (dealing with the C-19 Pandemic) it was agreed that a 4% (based on wages earned to date) contribution would be made to each employees retirement account. Motion to approve made by John Gussenbauer, seconded by Jackie Bowen. Approved by all. It was also agreed that Board President Lisa Hill would generate an appreciation note to the employees thanking them for their hard work this past year. This to be included in with their bi-weekly pay information.

Motion to adjourn meeting made by Mary McAlary, seconded by Pat Essig. Meeting ended at 7:30 pm. Submitted by Patricia Essig: Secretary.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Virtual meeting of the Saranac - Clarksville District Library Board was held on October 21, 2020 Via Zoom connection.

PRESIDENT Lisa Hill called the meeting to order at 6:30 pm.

Present: Mary McAlary, Patricia Essig , Kerry Fountain, Michele Westbrook , Jackie Bowen, Lisa Hill, Becky Fitzpatrick,

Absent: John Gussenbauer

The motion to approve the Agenda was made by Becky Fitzpatrick seconded by Michele Westbrook, approved by roll call vote.

The motion to approve the minutes was made by Becky Fitzpatrick, seconded by Mary McAlary, approved by roll call vote.

The motion to approve the financial statements was made by Jackie Bowen, seconded by Mary McAlary, approved by roll call vote.

- CORRESPONDENCE: None
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- PUBLIC COMMENTS: NONE

REPORTS:

- Directors report was reviewed.

Old Business:

Berlin Township penal fines issue: All paperwork has been signed and forwarded to Berlin Township for their Board Approval.

Approval of Library Board Meetings: Motion made to approve Meeting Dates was made by Becky Fitzpatrick, seconded by Mary McAlary. Approved by all.

Board Goals were discussed and it was agreed that we deal with this issue at a later date.

New Business:

District Library By=Laws were reviewed and a motion to approve them was made by

Jackie Bowen, seconded by Becky Fitzpatrick, approved by all.

A Vice-President for the Board was discussed and Mary McAlary was nominated and accepted the position. Motion to approve made by Pat Essig, seconded by Jackie Bowen, approved by all.

Director Goals were reviewed and a motion to approve them was made by Pat Essig, seconded by Mary McAlary approved by all.

Anti-Bullying Policy was reviewed and discussed. A Motion to approve the Policy as presented was made by Jackie Bowen, seconded by Pat Essig, approved by all.

The Grievance Policy was reviewed and a review committee was formed in anticipation of the passing of this policy next month, after review by our Attorney. Issue to be dealt with at the November 2020 meeting.

New office furniture for the Directors office was gone over, the subject remains open.

Motion to adjourn meeting made by Jackie Bowen, seconded by Michele Westbrook. Meeting ended at 7:40 pm. Submitted by Patricia Essig: Secretary.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Virtual meeting of the Saranac - Clarksville District Library Board was held on September 16, 2020 Via Zoom connection.

PRESIDENT Lisa Hill called the meeting to order at 6:30 pm.

Present: John Gussenbauer, Patricia Essig , Kerry Fountain, Michele Westbrook , Jackie Bowen, Lisa Hill, Becky Fitzpatrick,

Absent: Mary McAlary

The motion to approve the Agenda was made by John Gussenbauer seconded by Michele Westbrook, approved by roll call vote.

The motion to approve the minutes was made by Jackie Bowen, seconded by Becky Fitzpatrick, approved by roll call vote.

The motion to approve the financial statements was made by Jackie Bowen, seconded by John Gussenbauer, approved by roll call vote.

- CORRESPONDENCE: None
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- PUBLIC COMMENTS: NONE

REPORTS:

- Directors report was reviewed.

Old Business:

Berlin Township penal fines issue: After discussion the board agreed that Authorization be given to Kerry Fountain to sign the necessary paperwork and forward to necessary agencies. Motion to approve by Michele Westbrook, seconded by Pat Essig, approved by all.

2020/2021 /Budget: Motion to approve budget with the following change: Add \$7,000.00 to Building Repair and Maintenance for the replacement of current lighting fixtures to updated LED fixtures, motion made by Jackie Bowen, seconded by John Gussenbauer, approved by roll call vote. All approved.

New Business:

Approval of Board Meeting dates: Motion to accept as presented made by Becky Fitzpatrick, seconded by Jackie Bowen, approved by all.

The Board updated and discussed the upcoming years Goals for the Board.

Directors review: The Directors review form was gone over and comments were gone over. The Board discussed the amount of increase in salary that should be given to Kerry Fountain for the upcoming year. Also covered was the subject of a spot bonus for Kerry's efforts in dealing with the successful completion of the libraries becoming a District Library and the handling of the added steps needed to deal with the C19 pandemic so that the libraries would be able to once again open and serve our patrons. The salary increase of 3% was approved along with said spot bonus of \$1,500.00. Motion to approve was made by Michele Westbrook, seconded by Jackie Bowen, approved by Roll Call vote. All approved. Lisa Hill and Michele Westbrook to review with Kerry at a convenient time.

Motion to adjourn meeting made by Becky Fitzpatrick, seconded by John Gussenbauer. Meeting ended at 8:35 pm. Submitted by Patricia Essig: Secretary.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Virtual meeting of the Saranac - Clarksville District Library Board was held on August 19, 2020 Via Zoom connection.

PRESIDENT Lisa Hill called the meeting to order at 6:30 pm.

Present: Jami Voshell, John Gussenbauer, Patricia Essig , Kerry Fountain, Michele Westbrook , Jackie Bowen, Lisa Hill, Becky Fitzpatrick, Mary McAlary

Absent: None

The motion to approve the Agenda was made by John Gussenbauer seconded by Becky Fitzpatrick, approved by roll call vote.

The motion to approve the minutes was made by Mary McAlary, seconded by John Gussenbauer, approved by roll call vote.

The motion to approve the financial statements was made by Michele Westbrook, seconded by John Gussenbauer, approved by roll call vote.

- CORRESPONDENCE: None
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- PUBLIC COMMENTS: NONE

REPORTS:

- Directors report was reviewed.

Old Business:

Berlin Township penal fines issue: After discussion, it was agreed to move forward toward the signing of an Agreement to forward Ionia Library their portion of Penal fines received. Motion to approve by Jackie Bowen, seconded by Michele Westbrook, approved by roll call vote.

Budget Overages for the year were reviewed and discussed. Motion to make adjustment was made by John Gussenbauer, seconded by Pat Essig, approved by roll call vote.

New Business:

Trustees were asked to review the 2020/2021 Annual Budget. Projected budget was included in Trustee Packet.

The Annual Director review was gone over and the date of September 8, 2020 was final date to have Trustees forward their copy to Lisa Hill.

The Topic of the return of employee PTO time used at the beginning of the C-19 Pandemic was discussed. Upon review of issue, motion to refund said time to all employees made by Michele Westbrook, seconded by Jackie Bowen, approved by roll call vote.

A general discussion to make an adjustment in the current years budget 2019/2020 to cover the increased amount of Landscaping project in Clarksville and the cover the overages incurred with the installation of the Power Doors in both locations was gone over and amount to come from Capital Improvement. Motion to approve made by Pat Essig, seconded by John Gussenbauer, approved by roll call vote.

Motion to adjourn meeting made by Mary McAlary, seconded by John Gussenbauer. Meeting ended at 8:05 pm. Submitted by Patricia Essig: Secretary.

Material Budget Overages at year end (d/m/v)

It was determined that due to the closures during Covid, the library board would allow the library director to roll the unused portions of the material and programming budgets (collections, dvds, adult programs, storytime, etc) into the 2020-2021 fiscal year since the library was unable to have in person programs and was closed for several months during 2020.

Budget adjustments to be made:

1. Landscaping amounts need to be brought into the budget. This was decided on after the budget was approved. Decision must be made on where the money will come from- capital improvements? The total amount will be \$28,365.70

2. Doors and windows were also decided on after the budget was approved. The total for Saranac is \$21056.06 which includes automatic doors, window replacement and the water softener. Clarksville's total for doors was \$7550.

Do we want to take all from capital improvement since all of these projects were capital improvement for a total of \$56,971.76? This would add this amount to the income portion, coming from our capital improvement fund and then expense it out with an expense line of capital improvement (which could be divided into Clarksville of \$35,915.70 and Saranac of 21056.06.

Our current capital improvement fund is sitting at \$94,958.88. We also have an investment account that contains \$185,309.33 that is currently not tied to one of these accounts. After reviewing board minutes and information, I am not sure why this was not allocated to either Millage Contingency, Capital Improvements or Expansion fund. It isn't the Compagner Fund either. So this would be a good use of these funds as well. And we can move the rest into one of the other three areas- Millage, Capital or Expansion to give it a purpose.

A decision will need to be made no later than the September board meeting as adjustments to the budget must be made and I must ask Michael McGovern to transfer the money as well.

NO BOARD MEETING

JULY 2020

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Virtual meeting of the Saranac - Clarksville District Library Board was held on June 17, 2020 Via Zoom connection.

PRESIDENT Lisa Hill called the meeting to order at 6:30 pm.

Present: Jami Voshell, John Gussenbauer, Patricia Essig , Kerry Fountain, Michele Westbrook , Jackie Bowen, Lisa Hill, Becky Fitzpatrick, Mary McAlary

Absent: None

The motion to approve the Agenda was made by John Gussenbauer seconded by Michele Westbrook, approved by roll call vote.

The motion to approve the minutes was made by Mary McAlary, seconded by John Gussenbauer, approved by roll call vote.

The motion to approve the financial statements was made by Michele Westbrook, seconded by Becky Fitzpatrick, approved by roll call vote.

- CORRESPONDENCE: None
-
- PUBLIC COMMENTS: NONE

REPORTS:

- Directors Report and Staff reports were reviewed. The Board was informed that all return materials must be quarantined for 72 Hours. Late fees will not be applied at this time.

Old Business:

Berlin Township penal fines issue was addressed. A lawyer will need to be contacted. Kerry Fountain to investigate. Two possibilities exist. One person in Traverse City area and the other in Oakland. The issue once again is the disbursement of the penal fines between Saranac/Clarksville and Ionia Libraries.

New Business:

The issue of expiring Board Terms was addressed. The Board members involved are: Michele Westbrook - Floater; Pat Essig - Village of Saranac; Mary McAlary - Village of Clarksville. Both Pat Essig and Mary McAlary have agreed to renew their terms for another four years. The Floater position is not an issue at this time.

The Director Kerry Fountain will take the necessary steps to notify both the Village of Saranac and the Village of Clarksville of this decision.

A general discussion of the need to move into next fiscal year the overage in the Material line of the budget.

There will be no meeting held in July.

Bridgefest will occur this year the end of August. Library to be open or closed at the discretion of the Director.

It was also noted that the August 2020 meeting may need to be Virtual meeting. All members agreed with this notice.

Motion to adjourn meeting made by Mary McAlary, seconded by John Gussenbauer. Meeting ended at 7:40 pm. Submitted by Patricia Essig: Secretary.

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The Virtual meeting of the Saranac - Clarksville District Library Board was held on May 20 2020 Via Zoom connection.

PRESIDENT Lisa Hill called the meeting to order at 6:30 pm.

Present: Jami Voshell, John Gussenbauer, Patricia Essig , Kerry Fountain, Michele Westbrook , Jackie Bowen, Lisa Hill, Becky Fitz Patrick

Absent: Mary McAlary

The motion to approve the Agenda was made by John Gussenbauer, seconded by Jackie Bowen, approved by roll call vote.

The motion to approve the minutes was made by , John Gussenbauer, seconded by Jackie Bowen, approved by roll call vote.

The motion to approve the financial statements was made by Jackie Bowen, seconded by John Gussenbauer, approved by roll call vote.

- CORRESPONDENCE: None
-
- PUBLIC COMMENTS: NONE

REPORTS:

- Directors Report and Staff reports were reviewed.
- District Library: Berlin Twp Issue:
- After discussion, all agreed that further investigation was needed before officially addressing this issue.

Old Business:

Clarksville Landscaping Increase. After review, a Motion to increase the budget for Landscaping and Repairs to \$14,390.70 covering increased material costs by Jackie Bowen, seconded by John Gussenbauer, approved by roll call vote.

New Business:

Reopening plan.

Upon review, a motion was made by Becky Fitz Patrick, seconded by John Gussenbauer, approved by roll call vote to give the Director ability to make any necessary adjustments/changes that may arise during the Reopening of the Libraries. The Director

was asked to notify the Board of any major issues/changes to the plan.

Motion to adjourn meeting made by Jackie Bowen, seconded by John Gussenbauer.
Meeting ended at 7:45 pm. Submitted by Patricia Essig: Secretary.

**Due to the Covid 19 virus, the
April 2020 Saranac
Clarksville District Library
Board of Trustees was
canceled.**

**Due to the Covid-19 Virus, the
March 2020 Saranac
Clarksville District Library
Board of Trustees Meeting
was canceled.**

SARANAC - CLARKSVILLE,
DISTRICT LIBRARY
BOARD MEETING

The meeting of the Saranac - Clarksville District Library Board was held on February 19, 2020 at the Clarksville Library.

PRESIDENT Lisa Hill called the meeting to order at 6:30 pm.

Present: Jami Voshell, John Gussenbauer, Patricia Essig , Kerry Fountain, Michele Westbrook , Jackie Bowen, Lisa Hill, Mary McAlary

Absent: None

The motion to approve the Agenda was made by Jami Voshell, seconded by John Gussenbauer approved by vote.

The motion to approve the minutes was made by , seconded by Michele Westbrook, seconded by Jami Voshell , Approved by roll call vote - all yes

The motion to approve the financial statements was made by Jackie Bowen, seconded by John Gussenbauer. Approved by roll call vote - all yes

- CORRESPONDENCE: None
-
- PUBLIC COMMENTS: NONE

REPORTS:

- Directors Report and Staff reports were reviewed.
- Investment person Michael McGovern presented information on our portfolio.
- Budget adjustment: It was agreed to move \$5000.00 to furniture. Motion by John Gussenbauer, seconded by Mary McAlay. Approved by all.
- Employee Handbook: Motion to approve with minor changes was made by Jackie Bowen, seconded by John Gussenbauer, approved by vote. All yes
- The need for a second water softener in the conference room was discussed. Motion to approve purchase made by Jami Voshell, seconded by Jackie Bowen, Approved by all.
- A tribute to Jami was given for all her hard work. Jami will be retiring from the Board.

Motion to adjourn meeting made by Jami Voshell seconded by Pat Essig Meeting ended at 8:20 pm. Submitted by Patricia Essig: Secretary.

NO BOARD MEETING

JANUARY 2020