

Clatskanie Library District
Board of Director
Board Budget Meeting
April 16th, 2024 at 6:30pm

Regular Board Meeting
April 16th, 2024 at 7:00 pm
Clatskanie Library, 11 Lillich Street

Present: Jim Gibson - Board Chair, Leslie Craig (online), Ellyn Bell, Nikole Young (online), Lucius Jones
Maryanne Hirning, Executive Director

Budget Meeting

1. Call to order: **6:32pm**
2. Proposed 2024-2025 Fiscal Year budget: Cyndi Warren presented the proposed 2024-2025 Fiscal Year budget. There were no substantive questions or changes made to the proposal.

Regular Meeting

1. Call to order: **6:58 pm**

2. Public Comment: none

3. Review and approval of February's meeting minutes.

Motion #1: Ellyn Bell motioned to approve. Lucius Jones seconded the motion. No further discussion.

Ayes: all

Nayes: none

Motion approved

4. Review and approval of March's meeting minutes. (With the correction of Ellyn Bell being marked as present.)

Motion #2: Lucius Jones motioned to approve with correction. Ellyn Bell seconded the motion. No further discussion.

Ayes: all

Nayes: none

Motion approved

5. Review and approval of financial report and expenditures:

Motion #3: Ellyn Bell motioned to approve this month's financial report and expenditures. Leslie Craig seconded the motion. No further discussion.

Ayes: all

Nayes: none

Motion approved

6. Executive Director's report:

7. Resolution No. 24-001: Resolution authorizing the adoption of a policy for the Clatskanie Library District to provide free notary services to the public

Motion #4: Ellyn Bell motioned to approve Resolution No. 24-001. Lucius Jones seconded the motion. No further discussion.

Ayes: all

Nayes: none

Motion approved

8. Notary Services Policy

Motion #5: Leslie Craig moved to approve the Notary Services Policy. Lucius Jones seconded the motion. No further discussion.

Ayes: all

Nayes: none

Motion approved

9. Emergency Closure Policy (public) and Emergency Closure Policy (employee handbook)

Motion #6: Lucius Jones motioned to approve both Emergency Closure Policies with corrections noted. Leslie Craig seconded the motion. No further discussion.

Ayes: all

Nayes: none

Motion approved

10. Auditor. Pauly, Rogers, and Co., P.C. provided a quote for audit services of \$6000.

Motion #7: Ellyn Bell motioned to approve the agreement with Pauly, Rogers, and Co., P.C. and authorized the board chair to sign the agreement. Lucius Jones seconded the motion. No further discussion.

Ayes: all

Nayes: none

Motion approved

11. BOARD COMMENTS:

Ellyn Bell asked about the ability to submit her per diem expense form for the February SDAO conference. Maryanne Hirning will make sure to get that taken care of.

12. EXECUTIVE SESSION:

None needed

13. ADJOURNMENT **8:19 pm (Lucius/Leslie)**

Next Board Meeting: May 14th, 6:30 Budget Committee, 7pm Regular Board Meeting

Minutes prepared by Maryanne Hirning