

Clatskanie Library District  
Board of Director  
Regular Board Meeting  
December 11th, 2025 at 7:00 pm  
CLD, 11 Lillich Street Clatskanie, OR 97016

**Present:** Jim Gibson, Kaley Garrett, Deb Lyons

Maryanne Hirning - Executive Director, Cyndi Warren- District Bookkeeper

**Excused:** Lucius Jones, Leslie Craig

**Regular Meeting**

1. Call to order: **7:00 pm**

2. Public Comment: None

3. Review and approval of November's meeting minutes:

**Motion #1:** Kaley Garrett motioned to approve. Deb Lyons seconded the motion. No further discussion.

Ayes: Kaley Garrett, Deb Lyons, Jim Gibson

Nayes: None

Motion approved

4. Review, reconcile and approve of financial report, expenditures and debit receipts for November 2025:

**Motion #2:** Deb Lyons motioned to approve. Kaley Garrett seconded the motion. No further discussion.

Ayes: Kaley Garrett, Deb Lyons, Jim Gibson

Nayes: None

Motion approved

5. Executive Director's report presented.

6. Old Business:

a. [Board Practices Assessment](#)

Maryanne will forward this email to all board members.

b. Audit Report: review and next steps

All board members have received copies of the audit report and Maryanne's recommendations for next steps. The policy and procedures presented this evening are the first steps to addressing issues raised during the audit process.

7. New Business:

a. Financial Management Policy: Review and approve draft

**Motion #3:** Deb Lyons motioned to approve new policy with noted changes. Kaley Garrett seconded the motion. No further discussion.

Ayes: Deb Lyons, Kaley Garrett, Jim Gibson

Nayes: None

Motion approved

b. Internal Auditing Procedures: review and approve draft

**Motion #4:** Kaley Garrett motioned to approve new procedures with noted changes. Deb Lyons seconded the motion. No further discussion.

Ayes: Deb Lyons, Kaley Garrett, Jim Gibson

Nayes: None

Motion approved

8. Board Comments: None

9. Agenda suggestions for future meetings: None

10. Executive Session: None needed

11. Adjournment: **8:55 pm**

Next Board Meeting: January 8th, 2026 7pm Regular Board Meeting

Minutes prepared by Maryanne Hirning