

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

Present: Jim Gibson, Kaley Garrett, Deb Lyons, Lucius Jones, Maryanne Hirning,
Executive Director, Cyndi Warren. Excused: Leslie Craig

Regular Meeting

1. Call to order: **7:01 pm**

2. Public Comment: No public comments

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

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

Ayes: Jim Gibson, Kaley Garrett, Deb Lyons, Lucius Jones

Nays: None

Motion approved

4. Review and approval of financial report and expenditures for August 2025:

Motion #2: Lucius Jones motioned to approve. Kaley Garrett seconded the motion. No further discussion.

Ayes: Jim Gibson, Kaley Garrett, Deb Jones, Lucius Jones

Nays: None

Motion approved

5. Executive Director's report presented. Maryanne presented the board with her self-evaluation. Jim Gibson added a workshop to next month's agenda for the board to complete their portion of Maryanne's evaluation.

6. Old Business:

- a. Executive Director's contract: All comments and corrections have been made.
- b. Reading Gazebo: There is nothing new to report on the gazebo at this time.
- c. Staff Thank Yous: Maryanne hosted and paid for a summer wrap up party on September 13th. It was a lovely conclusion to the summer program- we will definitely keep doing this each September. Additionally, two staff members celebrated three years of service with the library in September, Alley McNeil and

Mandy Ellen. Maryanne gave each staff member a gift bag with items from a local retail store, purchased with her own funds.

7. New Business:

- a. Staff Thank Yous: Maryanne hosted and paid for a summer wrap up party on September 13th. It was a lovely conclusion to the summer program- we will definitely keep doing this each September. Additionally, two staff members celebrated three years of service with the library in September, Alley McNeil and Mandy Ellen. Maryanne gave each staff member a gift bag with items from a local retail store, purchased with her own funds.
- b. AUP Update: Maryanne presented the board with the information received from Brenda Barlett that the general fund for FY 2024-25 ended with a negative balance. Brenda had three recommendations for the board: pass a resolution to transfer funds from the Building Expansion Fund to the General Fund, create a supplemental budget to address the shortfall to prevent a further issue, and draft a board policy that the general fund will not go below a certain percentage of total anticipated revenue. Cyndi Warren suggested that perhaps the board should instead loan the money from the Building Expansion Fund to the General Fund as an easier resolution. Jim Gibson directed Maryanne Hirning to ask Brenda if that was a more expedient solution, and if not, ask Brenda if we could take her suggestions in December when we had a better idea of tax revenue.
- c. Maryanne presented the board with a proposed service fee increase for printing and faxing. The board instead felt that the increase should be larger. Beginning October 1st: black and white copies will be 15 cents per side, color copies 30 cents per side, and faxes 10 cents per page.

8. Board Comments:

10. Agenda suggestions for future meetings:

11. Executive Session:

None needed

12. Adjournment: **8:23 pm**

Next Board Meeting: October 9, 2025 7pm Regular Board Meeting (6:30pm workshop to complete Maryanne's evaluation)

Minutes prepared by Maryanne Hirning