

CLINTON COUNTY CONTRACTUAL PUBLIC LIBRARY
Regular meeting of the Board of Trustees
July 13, 2026

The Clinton County Contractual Public Library Board of Trustees met at 6:30 P.M. The meeting was held at the Frankfort Community Public Library. President Gene Marshall presided. Present were Kyla Beavens, Pam Nichols, Tim Anno, Flossie Swearingen, Ann Phillips, Chad Kozuch and Sara Carreno. Not present Rodney Wann, Suzi Pluhar and Mike Brackett. Also present were Morgan Maldonado- Director, Rachel Milburn- Youth Services Manager, and Eric Milburn-Facilities Manager.

CALL TO ORDER:

Gene Marshall called the meeting to order at 6:32 P.M.

AGENDA:

Flossie Swearingen made a motion, seconded by Ann Phillips to approve the agenda for the meeting; motion carried.

MINUTES:

Kyla Beavens made a motion, seconded by Ann Phillips to approve the minutes; motion carried.

TREASURER'S REPORT:

Invoices were paid, all monthly deposits were made, bank reconciled, no new hires. Pam Nichols made a motion, seconded by Kyla Beavens to approve the treasurer's report, motion carried.

DIRECTOR'S REPORT:

Stephanie Damrow is leaving the library and will no longer be Bookkeeper/Treasurer. We will be working on that transition. Policy and procedure reviews. We will need a Board Treasurer as we won't have one when Stephanie leaves. Working on e-Rate projects. Met with Hoopla/Midwest representative. Continuing to train staff on CPR/AEDs. Attended Clinton County Community Foundation event. Attended ALA conference, budget workshop for Gateway, Preparing for the budget season, pre-budget forms were submitted. The board had received an anonymous letter from a patron regarding wages, which was discussed by the board. It is important to ensure we are compensating fairly and when we compare ourselves to statewide and regional benchmarks our wages seem to be in line currently with the information available, but this is something we do review regularly and will continue to monitor.

PATRON COMMUNICATION: NONE

OLD BUSINESS: August 10, 2026 Regular Board Meeting at Michigan Road Public Library

NEW BUSINESS:

Bookkeeper/Treasurer Vacancy:

Stephanie Damrow is leaving the library as of 7/20/26 as Bookkeeper.

Appointment of Board Treasurer:

Kyla Beavens motioned, seconded by Ann Phillips to remove Stephanie Damrow as Board Treasurer.

Kyla Beavens motioned, seconded by Pam Nichols to nominate and elect Flossie Swearingen as Board Treasurer, motion passed.

Internal Control Policy and Procedures:

Ann Phillips motioned, seconded by Sara Carreno, to accept the Internal Control Policy and Procedures as written; motion carried.

Credit Card Policy:

Tim Anno motioned, seconded by Chad Kozuch, to accept the Credit Card Policy as written; motion carried.

Finance Policy:

Flossie Swearingen motioned, seconded by Ann Phillips, to accept the Finance Policy as written; motion carried.

Confidentiality of Library Records Policy:

Flossie Swearingen motioned, seconded by Kyla Beavens, to accept the Confidentiality of Library Records Policy as written; motion carried.

Video Surveillance Policy:

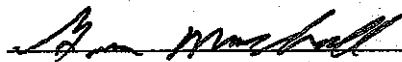
Flossie Swearingen motioned, seconded by Ann Phillips, to accept the Video Surveillance Policy as written; motion carried.

TRANSFERS:

Transfer monthly tax payment as it is received via the Service Contract.

ADJOURNMENT:

Kyla Beavens made a motion, seconded by Ann Phillips to adjourn the meeting; motion carried.
Adjourned at 7:37 P.M.



Gene Marshall, President



Ann Phillips, Secretary

Kyla Beavens, Vice-President

Board Members

