

Buchanan District Library
Regular Board Meeting
Monday February 23, 2015
6:30 pm, Old Local History Room

Call to Order: Mary called the meeting to order at 6:35pm. In attendance were Dare Soley, Debi Brooks, Janet Kuhn, Mary Lysy, Krista Parin, Molly Thornton and Director Kate Scheid.

Adoption of Agenda: Janet motioned to accept the agenda as presented, Dare seconded.

Recognition of Visitors: no visitors

Community Concerns: Janet discussed the interest of the Buchanan Senior Center in partnering with the library to record the oral histories; the library does not have the equipment but it is available; Kate commented on the large amount of staff time this would require.

Routine Business:

Correspondence: none

Minutes: Janet motioned to accept the minutes of the January meeting as presented, Krista seconded.

Financial Reports and Approval of Expenditures: Molly motioned to accept the financial reports as presented, Debi seconded.

Old Business:

Review Calendar: The calendar was reviewed; the scheduled Director Evaluation will be replaced by a Director Exit Review; the personnel committee will postpone the adjustments to the changes to personnel policy regarding PTO (paid time off) until the director is replaced.

BACC Annual Dinner: date changed to April 9, 2015 - the library will buy a table and most board members will attend.

DDA tax sharing agreement: the initial tax sharing document has been drafted by the library lawyer and will be presented to the DDA at the scheduled March 11th meeting, the board will review the letter before presented.

Phase One Complete: with the completion of the punch list, phase 1 of the Building Project has been finalized.

New Business:

March Meeting: The March board meeting will be held on March 26th, rather than March 19 due to the Annual Chili Walk being on March 19.

Impact of Galien School District Dissolution: Kate reported that there is a provision in the works that will allow the boundaries of our district change after the dissolution of the Galien School District.

Director Search: Kate presented her recommendation to hire Hartzell-Mika to facilitate the search and hire for a new director in a timely fashion. The board will check the references provided by Hartzell-Mika; the board will review the current director job description and revise; Kate reported that the policies, staff training, purchasing structures and technology procedures are in good shape for an easy transition to a new director. Contingent upon the fee schedule not to exceed \$4000, with recommendation of suitable candidates, the board voted yes to move forward with tier 1 of the Hartzell-Mika proposal. Mary will make contact with Hartzell-Mika.

Committee Reports:

Public Relations: the committee will produce Thank you postcards for donors giving under \$50.00.

Library Policy: all policy changes will be postponed until a new director is hired.

Personnel: all policy changes will be postponed until a new director is hired.

Building: the punch list has been completed; the remaining work with the HVAC system has been scheduled.

Budget and Finance: none

Technology: none

Fundraising: The Masons will donate three \$1000 donations and have requested additional acknowledgments on social media, pending the approval of the masons.

Directors Report: see report.

Questions and Comments from Board Members: expressions of Kate's departure were made.

Adjournment: Mary adjourned the meeting at 7:50pm.

Next meeting: March 26, 6:30pm.