

Buchanan District Library
Regular Board Meeting
Held online due to COVID-19 related restrictions
April 15th, 2021

Call to Order: Vice President Dennis Iler called the meeting to order at 6:35pm. Board members present were Dennis Iler, Deb Miner, Molly Thornton, Janet Kuhn, Jeanne Arbanas and Karen McGuirt. David Perez was absent. Director Meg Paulette represented the Library Staff.

Adoption of Agenda: Motion made by Janet Kuhn to accept agenda. Seconded by Karen McGuirt. Motion carried.

Recognition of Visitors: None

Community Concerns: None

Routine Business:

Correspondence: None

Minutes and Calendar: After a date correction, Molly Thornton made a motion to accept the minutes and calendar. Seconded by Jeanne Arbanas. Motion carried.

Financial Reports and Approval of Expenditures: Motion made by Jeanne Arbanas to accept report. Seconded by Deb Miner. Motion carried.

Committee Reports:

Public Relations & Fundraising:

Report from March 30 meeting to discuss Friends Group: It was agreed that there is a need to get a Friends of the Library group started once again to help with fund raising for the library.

Meg to meet with Joellen Bellaire sometime in May: Joellen wants to tour the library and talk about the third floor renovation.

Library Policy:

Approve MERS Addendum for part-time 457 plan: Janet Kuhn made a motion to accept the addendum. Seconded by Deb Miner. Motion carried.

Personnel:

Summer Internship job description: Will run from mid-June to mid-August. The position will serve primarily as a Summer Reading Program assistant.

Building:

Image Audit results and parking lot quote: Staff filled out Image Audit worksheets. Parking lot was the main concern. Meg has an estimate of \$2,750 to do needed work on the parking lot.

New Building maintenance help: Since John McGowan is out of town so much Meg found the need to supplement our maintenance help. Jeremy Lane and his company Big Dawg Enterprises will start doing maintenance such as replacing tiles, changing light bulbs, etc.

Roof maintenance quote: Meg has a quote of \$3,400 which included inspections and maintenance.

Budget & Finance: No meeting.

Technology: No meeting

Director's Report: See report.

Unfinished Business:

Strategic Planning in 2021

Survey results & Staff SWOT Analysis Sent to the Board for them to review.

Possible dates for Board/Steering Committee Strategic Planning Meeting.

A tentative date of May 22 from 1–5 was agreed on.

New Business: None

Questions and Comments from Board Members: Nothing additional.

Adjournment: Meeting adjourned at 7:26 PM

Next meeting: May 20th at 6:30 pm