

**Buchanan District Library**

**Regular Board Meeting**

**Community Room**

**August 20, 2015**

**6:30pm**

**Call to Order:** President Mary Lysy called the meeting to order at 6:34pm; also in attendance were Director Barbara Wallace, Molly Thornton, Dare Soley, Krista Parin and Dave Perez.

**Adoption of Agenda:** Krista made a motion to accept the agenda as presented along with the amendment to approve the 2015 millage form L4029, Dare seconded; all members present voted yes.

**Recognition of Visitors:** none

**Community Concerns:** Dave Perez was approached by a community member that expressed concern for a certain library volunteer being allowed to continue to volunteer at the library after a past incident. No board members present could recall the incident but agreed to suspend the volunteer's participation until the matter could be further investigated by the director and board members. Barbara expressed that it may be in the best interest of the library to adopt a more formal volunteer policy.

**Routine Business:**

**Correspondence:** none

**Minutes:** Krista made a motion to approve the minutes from the July meeting as presented, Dave seconded the motion; all members present voted yes.

**Financial Reports and Approval of Expenditures:** The income and expense reports were reviewed. The check register had 3 lines of question that will be explored with Janet and the accountants before approval.

**Old Business:**

**Review Calendar:** The calendar was reviewed.

**New Business:**

**Budget Hearing:** Molly made a motion to open the budget hearing for the public to discuss, Krista seconded the motion; all members present voted yes. There was no civilian/patron attendance, Krista made a motion to close the hearing, Dave seconded; all members present voted yes.

**Three Tier Proposals:** After discussion Krista made a motion to accept the three proposals: expanded operating hours, hourly wage increase for all staff members excluding director, new part-time Circulation Assistant position and new full time Circulation Manager Position. Dare seconded the motion; all members present voted yes. Barbara also noted that MERS accounts are fully funded again and will build back up.

**Proposal of the Resolution to Adopt the 2015-2016 Budget and Certify 2015 Tax Levy and summation of obligations under the Uniform Budgeting and Accounting Act:** Dare motioned to accept the proposal, Krista seconded the motion; all members present voted yes.

**Approval of L4209 form:** Mary and Molly filled out the form to be submitted to the Berrien County Clerk with a copy of the resolution; Dave made a motion to approve the form, Krista seconded; all members present voted yes.

**Proposal of United States General Services Administration Per Diem Rates:** the board agreed to allow the personnel policy rewrite the policy on travel/lodging per diem rates to adhere to the USGA rates including hotel expenses.

**Approval of holiday hours:** 2015 holiday hours will be as follows: Closed Thanksgiving Day; Closed Christmas Eve Day; Closed Christmas Day; Open 9am-2pm New Year's Eve Day; Closed New Year's Day.

**Committee Reports:**

**Public Relations:** Dare summarized the report previously sent out by email.

**Library Policy:** none

**Personnel:** Sick-time policy to be rewritten; Laura's HSA was discussed

**Building:** Barbara suggested the committee attempt to get financial assistance from DDA to clean the exterior of the building. The committee will explore this.

**Budget and Finance:** none

**Technology:** Dave summarized the committee meeting.

**Fundraising:** Rock & Read on September 5 and Cocktail Party on November 19 were reviewed.

**Directors Report:** See Report

**Questions and comments:** Dave asked about getting new t-shirts with our new logo.

**The meeting was adjourned at 8:00pm.**

**Next meeting:** September 23, 2015