

**Buchanan District Library
Regular Board Meeting
August 15, 2019**

Call to Order: President David Perez called the meeting to order at 6:32pm.

Board members present were David Perez, Dennis Iler, Janet Kuhn, Molly Thornton, and Deb Miner. Karen McGuirt and Jeanne Arbanas were absent. Director Meg Paulette represented the Library Staff.

Adoption of Agenda: Motion made by Molly Thornton to accept agenda. Seconded by Dennis Iler. Motion carried.

Recognition of Visitors: Michael Overley

- **MERS representative, Michael Overly:** Michael Overly brought information to share with the Board about the various programs MERS has to offer.

Community Concerns: None

Routine Business:

- **Correspondence:** None
- **Minutes and Calendar:** Motion made by Molly Thornton to accept the July minutes as written. Seconded by Dennis Iler. Motion carried.
- **Financial Reports and Approval of Expenditures:** Motion made by Molly Thornton to accept report. Seconded by Deb Miner. Motion carried.

Committee Reports:

- **Public Relations & Fundraising:**
 - a) **Update on Donor Management system:** Meg explained to the Board how the system works and told them what she is hoping to accomplish by using it. Meg asked for the Board's cooperation to encourage donors to donate online and purchase fundraiser tickets online.
- **Library Policy:**
 - a) **Circulation Policy suggested updates (Fine Free)** Meg presented the Board with an outline of the proposed circulation guidelines. The guidelines will be discussed again at the September meeting after the Board has had time to review them.
- **Personnel:** No meeting.
- **Building:** Nothing resolved on the elevator issue yet.
- **Budget & Finance:** Dennis Iler made a motion to request that Meg Paulette, David Perez, Debbie VerValin, and Janet Kuhn be authorized signers for the Buchanan District Library on the Chemical Bank, Edgewater Bank, United Federal Credit Union, and Country Heritage Credit Union accounts. Seconded by Molly Thornton. Motion carried.

- **Technology:** No meeting.

Director's Report: See report.

Unfinished Business:

- **Strategic Planning:** After some discussion, it was decided to put this on hold for now.
- **Letter to patrons (Annual Appeal)—First draft of letter:** Meg presented a draft for Board members to look at. Letter will be addressed at the September meeting.
- **Holiday Event Plan—Update and invitations:** Meg is still working on getting a band.

New Business:

- **Committee appointments:** *Building Committee:* Molly Thornton (chair), Dennis Iler, and Karen McGuirt. *Finance:* Janet Kuhn (chair), David Perez, Jeanne Arbanas, and Deb Miner. *Fundraising/Public Relations:* Jeanne Arbanas (chair), David Perez, Karen McGuirt, and Sarah Gault. *Personnel:* Deb Miner (chair), Janet Kuhn, and David Perez. *Policy:* Molly Thornton (chair), Dennis Iler, Karen McGuirt, and Deb Miner. *Technology:* Dennis Iler(chair), Janet Kuhn, Molly Thornton and Pamela Salo.
- **Security call list:** Meg discussed who and in what order persons listed should be called.
- **Space for The Paper:** A motion was made by Dennis Iler to approve The Paper using space in the Local History Room in exchange for \$150 a month of ad space. Seconded by Janet Kuhn. Motion carried.
- **Window vinyl quote from Sean Denison:** Trustees thought we should get a second quote. Will address again in September.

Questions and Comments from Board Members:

- **From Dennis Iler: Can we consider a large banner to advertise the front entrance being open?** Several options were discussed. The majority felt a sandwich sign would be a good idea for this, and it could be used to promote other activities in the library.

Adjournment: Meeting adjourned at 8:15pm

Next meeting: September 19 at 6:30pm.