

Buchanan District Library
Regular Board Meeting
Held online due to COVID 19 related restrictions
August 20, 2020

Call to Order: President David Perez called the meeting to order at 6:34pm.

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

Adoption of Agenda: Motion made by Karen McGuirt to accept agenda. Seconded by Dennis Iler. Motion carried.

Recognition of Visitors: None

Community Concerns: None

Routine Business:

- **Correspondence:** None
- **Minutes and Calendar:** There was some discussion about the libraries annual report. An annual report and hasn't been done for several years. Meg would like to do it again but it needs to be done following the audit. Meg will check it out and get back with the board at the next meeting. Motion made by Janet Kuhn to accept the July minutes as written. Seconded by Denis Iler. Motion carried.
- **Financial Reports and Approval of Expenditures:** Motion made by Deb Miner to accept report. Seconded by Jeanne Arbanas. Motion carried.

Committee Reports:

- **Public Relations & Fundraising:** Had a good meeting resulting in many good ideas for fundraising. See Director's report for details.
- **Library Policy:** Meg is in the process of talking with Safe Place to become a Safe Place Site and receive training for staff and consultation on creation of policy and procedure to address crisis situations with patrons. As of this meeting Meg is still working on this.
- **Personnel:** Report from 8/4/20 Personnel Committee meeting. See Director's report.
- **Building:** Nothing new.
- **Budget & Finance:** The Buchanan District Library board of Trustees intends to open an account with Honor Credit Union and have Meg Paulette, Laura Hauch, Janet Kuhn, and Dave Perez as

authorized signers. Motion made by Janet Kuhn to open an account with Honor Credit Union. Seconded by Dennis Iler. Motion carried.

The Buchanan District Library board of Trustees requests that Debbie VerValin be removed as an authorized signer from Chemical Bank and United Federal Credit Union accounts. Jeanne Arbanas made a motion to remove Debbie VerValin from accounts. Seconded by Karen McGuirt. Motion carried.

- **Technology:** No meeting.

Director's Report: See report.

Unfinished Business

2020 Millage Report from Yes Committee Treasurer, Mary Lysy. The millage renewal was a great success. Mailings and yard signs are a good way to go, however, Mary felt we need to allow a larger budget for future millage campaigns.

New Business:

NONE

Questions and Comments from Board Members: Dave Perez will not be able to attend meetings in September or October. A new date would make it possible for him to attend.

Adjournment: Meeting adjourned at 7:28pm

Next meeting: September 17th, 2020 at 6:30pm.