

BUCHANAN DISTRICT LIBRARY

Regular Board Meeting

Community Room

April 21st, 2016

6:30 pm

Minutes

Call to Order: Mary Lysy called the meeting to order at 6:31 pm. Debi Brooks, Janet Kuhn, Dennis Iler, Barbara Wallace and Molly Thornton were all present.

Adoption of Agenda: Janet made motion and all members approved and voted to add the topic of the local history room door to Unfinished Business and to table the topic of the image audit until the May Regular board meeting.

Recognition of Visitors: Dennis Iler, new board trustee pending School Board approval.

Community Concerns: Recently there were complaints regarding the inappropriate behavior of children/teens in the afternoons. An incident report from a patron was filed after a confrontation with female teenagers occurred in the women's restroom leaving the patron feeling uncomfortable and bullied. Sarah Gault has tried to reach parents, Barbara and other staff members have ineffectively tried to discipline unruly teens and have banned certain kids for up to one week. Board members will compose a formal letter to Buchanan Police Department to request assistance in the parking lot area and properties adjacent to the library property. Molly will draft a letter.

Routine Business

Correspondence: None.

Minutes: Janet made a motion to accept the March meeting minutes as presented, Mary seconded, all present voted yes.

Financial Reports and Approval of Expenditures: Molly made a motion to accept the financial reports and approval of expenditures, Dennis seconded, all present voted yes.

Committee Reports: Dennis has been placed on the Building and Public relations committees.

- **Public Relations:** none
- **Library Policy:** The new bed bugs policy is still being drafted.
- **Personnel:** Barbara will renew her director contract.
- **Building:** Barb will contact BG Green to schedule a parking lot inspection. Molly will coordinate volunteers this summer to paint the railings in the parking lot. Molly will contact AEP for advice on the GE transformer box.
- **Budget and Finance:** Janet proposed to meet with Barbara to discuss the 2016-17 budget amendments prior to committee meeting to finalize budget.

- **Technology:** none
- **Fundraising:** Next meeting April 25th 5pm.

Director's Report: see report

Unfinished Business

Image Audit – tabled until next month.

Local History Room Door: It will cost \$1,200 for a new door. John McGowan and Peter Lysy will donate their time to hang the door. All members present agreed to the cost.

New Business

Approve contract for Barbara: Molly made a motion to approve the new director contract for Barbara; Debi seconded, all members voted yes.

Personal Service Recognition Award: The board members and personnel committee will establish a system to honor staff for personal achievements, time spent and birthdays.

HVAC Request for Proposal: Integritech provided a proposal template for us to use while 'shopping around' for HVAC systems improvements and upgrades. Prospective companies will have one month before the final decision is made.

Questions and Comments from Board Members: None.

Adjournment: Mary adjourned the meeting at 7:49 pm.

Next Meeting: May 19th, 2016, 6:30 pm in the Community Room.