

Buchanan District Library

Regular Board Meeting Minutes

Thursday January 15, 2015

Old Local History Room

Call to Order: President Mary Lysy called the meeting to order at 6:37 pm. Also present were Molly Thornton, Gina Nurenberg, Janet Kuhn, Debi Brooks and director Kate Scheid. Krista Parin was present as a guest.

Adoption of Agenda: Janet made a motion to accept the agenda as presented, Gina seconded the motion.

Recognition of Visitors: Krista Parin was introduced, she was a visitor to the meeting. She is a potential trustee, to fill an empty position left by Craig Sumerix.

Community Concerns: Mary reported that some members of the book club appreciate the display for books new to the library collection.

Routine Business:

Correspondence: none

Minutes of Regular meeting: Mary made a motion to accept the December meeting minutes as presented, Debi seconded the motion.

Financial Reports and Approval of Expenditures: Molly made a motion to approve the financial reports, Mary seconded the motion.

Old Business:

Review Calendar: The library event calendar was reviewed.

DDA: Mary reported that she attended the regular DDA meeting for the purpose of proposing to the DDA that they release the capture of our millage, so it will not appear in the ballot language. The DDA Director and members requested more information and tabled the topic in the meantime. Janet and Mary both plan to attend the next February DDA meeting continuing to pursue the request.

MCGF funds: Kate clarified that the board would like to use the MCGF designated funds for internal purposes rather than the building fund.

New Business:

BACC annual dinner: The Buchanan Area Chamber of Commerce will host an annual dinner, the library will buy a table and attend the event, as well as nominate Peter Lysy for a volunteer of the year award.

Committee Reports:

Public Relations: Kate has suggested the board begin organizing church visits to promote the building project and the library in general; Monday January 19th is a scheduled presentation to the Buchanan area Masons; Kate spoke about the need for the library to find a local politician to endorse the building campaign.

Library Policy: The committee will look in to amending personnel policies. The staff has requested that there by a policy restricting food in the library. The board decided that at this time no policy will be added, the employees should enforce the policy/rules that are currently in place.

Personnel: Kate is recommending that paid time off for all personnel be changed to roll over annually at the beginning of the fiscal year to eliminate confusion?

Building: Kate reported recent discoveries with the new HVAC system that will be addressed, as well as missing transfer grills on the second floor that were meant to be installed during the renovation.

Budget and Finance: Janet stated that it is time for budget amendments and has set a meeting for the committee. Kate will have the next sticker for the building wrap to designate growth of the building fund. Janet recommended the amount of \$100,000 from the fund balance to go towards the building fund in addition to outside funds raised. The board concurred.

Technology: Kate reported that the printer/copy coin op system is out of order again, it is hoped that a future upgrade to windows 8 for the entire system may eradicate the problems.

Fundraising: February is love your library month; Rock and Read has been temporarily postponed; Harding's Market may partner with us to do a donation project (customers at Harding's can donate \$1 to the campaign and get their name on a book that will be displayed in the Harding's window); A Hacienda give back night will be scheduled February.

Directors Report: see report.

Questions and Comments: none

Adjournment: Mary adjourned the meeting at 7:55 pm.

Next meeting is February 19 at 6:30 pm.