

**Buchanan District Library**

**Regular Board Meeting**

**July 16, 2015**

**6:30pm, Community Room**

**Minutes**

**Call to Order:** Mary called the meeting to order at 6:32pm. Dave Perez, Molly Thornton, Janet Kuhn, Debi Brooks, Dare Soley, Krista Parin and Barbara Wallace were all present.

**Adoption of Agenda:** Janet made a motion to adopt the agenda as presented, Dare seconded. All trustee members present voted yes.

**Recognition of Visitors:** None

**Community Concerns:** None

**Routine Business:**

**Correspondence:** A Thank You card arrived from Slocums.

**Minutes:** Janet made a motion to accept the minutes from June as presented, Dave seconded. All trustee members present voted yes.

**Financial Reports and Approval of Expenditures:** Dare made a motion to accept the financial reports for June as well as the amended financial reports from May, Krista seconded. All trustee members present voted yes.

**Old Business:**

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

**Upcoming Millage Election:** Mailing postcards for the millage election were received, Janet put the cost of production for the cards on her personal credit card, board members can make a donation to her to help cover the cost. Barbara and Meg Paulette (library staff) will design and print bookmarks that match the mailers in the library to hand out at the circulation desk. Barbara, Dave, and Janet recently attended the Senior Center during events to educate community members on the millage election.

**BACC Open House participation:** July 25<sup>th</sup> the BACC will host an Open House event; the library will participate offering a meet and greet with Barbara in the front lobby and tours by certain board members of the renovation project. Available trustee members will volunteer.

**Board Self-Evaluations:** Mary reviewed the results of the trustee self-evaluations, and discussed the average scores leading to a discussion about the possible low-budget fix-it tasks that could be completed.

**New Business:**

**Trustee Workshop:** Trustee members were informed about an upcoming workshop on Saturday October 24<sup>th</sup> in Comstock Township, interested members can save the date and make plans to attend.

**Update Edgewater Bank Resolution:** Janet will compare this to correlating documents from UFCU to remain consistent; Janet made a motion to complete form with the following information, Dare seconded, all trustee members present voted yes. The Capital R Resolution will permit Barbara, Debbie, Mary and Janet on lines 1-7, Lines 8 and 9 will permit Janet and Mary only.

**Proposal of millage contingency budget & operating hours for 2015-2016 fiscal year:** Barbara presented a budget contingent upon the passing of the millage election; if the millage passes on August 3<sup>rd</sup>, the library will open for business on Mondays from 9am - 5pm on Monday August 10.

**Microfilm grant proposal to Berrien Community Foundation:** Molly made a motion to approve archivist Peter Lysy's submission of a grant application to BCF for microfilm to be completed on early, rare Buchanan newspapers and some years of the Berrien County Record. Janet seconded the motion. All trustee members present voted yes.

**Proposal of updates to the Personnel Policy:** Krista made a motion to accept the new language in library policy for full time and part time employees, Dave seconded the motion. All trustee members present voted yes.

**Proposal of Request for Meeting Attendance form:** Barbara presented a new form for employees to use who wish to spend paid time outside of the library attending meetings and workshops, Barbara will approve forms upon submittal. Krista made a motion to accept the form, Dave seconded. All trustee members present voted yes.

**Proposal of Purchase Authorization form:** Barbara presented a form for employees to use when planning events and purchasing supplies, a few changes were recommended. Krista made a motion to approve the form upon amending, Dave seconded. All trustee members present voted yes.

**Committee Reports:**

**Public Relations:** None

**Library Policy:** None

**Personnel:** None

**Building:** None

**Budget and Finance:** None

**Technology:** None

**Fundraising:** None

**Directors Report:** See Report

**Questions and Comments from the Board Members:** Krista suggested that Sarah regularly make announcements at children's events about specific supplies needed if parents wish to donate; Krista made a suggestion that the library add a small adult book selection near the children's area for parents.

**Meeting adjourned at 7:50pm. Next meeting August 20, 2015 6:30pm.**