

**Buchanan District Library
Regular Board Meeting
August 17, 2017**

Call to Order: President David Perez called the meeting to order at 6:30 PM. Board members present were David Perez, Janet Kuhn, Mary Lysy, Dare Soley, Debbie Brooks and Molly Thornton. Dennis Iler was absent. Director Barbara Wallace represented the Library Staff.

Adoption of Agenda: Motion made by Molly Thornton to accept agenda. Seconded by Janet Kuhn. Motion carried.

Recognition of Visitors: None present

Community Concerns: None

Routine Business:

Correspondence: Card from Scarecrow Ladies thanking the library for continued support. Niles Charter Township sent information announcing a photo contest.

Minutes and Calendar: Motion made by Molly Thornton to accept the July minutes as written. Seconded by Dare Soley. Motion carried.

Financial Reports and Approval of Expenditures: Budget and Finance Committee to set a meeting for after the yearly audit. Motion made by Molly Thornton to accept report. Seconded by Janet Kuhn. Motion carried.

Committee Reports:

Public Relations & Fundraising: Pledge letter and silent auction baskets. No meeting. Mary Lysy to schedule a meeting to discuss fall plans.

Library Policy: See unfinished business.

Personnel: See Director's report.

Building: New water fountain and new roof fascia: After discussion, it was decided to go with a standard bi-level water fountain to meet ADA code requirements. Dark Bronze was chosen for the roof fascia color.

Budget & Finance: No meeting.

Technology: See Director's report.

Director's Report: See report.

Unfinished Business:

Updates to Financial Procedures Manual: Some suggested language changes were made by Janet Kuhn. Barbara agreed to make changes. Guidelines for new vendors will be added to the manual. Janet Kuhn made a motion to approve the manual based on the changes. Seconded by David Perez. Motion carried.

Lightspeed Internet Filtering: After a brief discussion, Dare Soley made a motion to go with the three year agreement as presented. Seconded by Debbie Brooks. Motion carried.

New Business:

Executive Officers: After discussion, it was decided officers would remain in their current positions for another year. Motion made by Janet Kuhn to accept slate of officers. Seconded by Debbie Brooks. Motion carried.

Questions and Comments from Board Members: Molly asked Barbara if she had enough help for the Nelson's Chicken Fundraiser. Barbara thought we were covered unless we add selling beverages. Janet Kuhn offered to help if beverages are sold.

Adjournment: Meeting adjourned at 7:29 PM

Next meeting: September 21st, 2017 at 6:30 PM