

Buchanan District Library

Regular Board Meeting

December 17, 2015

Minutes

Call to Order: President Mary Lysy called the meeting to order at 6:30 pm. Trustees Janet Kuhn, Debi Brooks, Dare Soley Dave Perez and Molly Thornton were present. Director Barbara Wallace was also present.

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

Recognition of Visitors: Patron Bruce Gordon attended the meeting in observation.

Community Concerns: None at this time.

Routine Business:

Correspondence: Holiday cards were sent out from the library.

Minutes: Mary made a motion to approve the November minutes as presented, Dare seconded the motion.

Financial Reports and Approval of Expenditures: Molly made a motion to accept the financial reports as presented, Dare seconded the motion.

Old Business:

Review Calendar: The calendar was reviewed; Barbara will organize and maintain a 2016 calendar.

Building Insurance: Mary made a motion to switch the building insurance policy to Red Bud Insurance, all members present voted yes.

New Business:

FOIA training at Niles District Library: Barbara informed trustees of this upcoming free workshop.

Trustee email use policy: New trustee email addresses have been established and will be used from this point forward; a new policy draft was reviewed and will be approved at next regular meeting.

Volunteer Policy: A volunteer policy template was provided and reviewed and will be finalized at next regular board meeting.

Committee Reports:

Public Relations: none at this time.

Library Policy: Policies for the following are in production and review: bed bugs, volunteer, and trustee email.

Personnel: Per the calendar, Barbara will remind personnel committee of upcoming director evaluation.

Building: The committee will address the following topics in early 2016: parking lot maintenance, building wash, roof check and maintenance, and transformer box removal.

Budget and Finance: none at this time.

Technology: none at this time.

Fundraising: none at this time.

Directors Report: see report.

Questions and Comments from Board members: a recent patron conflict was discussed, all agreed the correct action had been taken.

Adjournment: Mary Lysy adjourned the meeting at 7:25 pm.

Next Meeting: January 21, 2016. 6:30pm