

## Buchanan District Library Regular Board Meeting Minutes

December 21st, 2017

Call to Order: President Dave Perez called the meeting to order at 6:34pm. Board members Janet Kuhn, Dennis Iler, Mary Lysy, Debi Brooks and Dare Soley were present. Molly Thornton was absent. Director Barbara Gordon represented the Library staff.

Adoption of Agenda: Barbara added the bid she received for strategic planning and a development plan from Dave Sternberg of Loring, Sternberg and Associates under new business.

Recognition of Visitors: None

Community Concerns: None

### Routine Business:

- **Correspondence:** Gerbel and Company, the accounting firm hired by the Library for yearly audits, sent a letter to Barbara announcing its merger with the Grand Rapids firm Hungerford Nichols.
- **Minutes and Calendar:** Debi Brooks moved to accept the minutes from the November meeting as presented; Janet seconded the motion. Barbara mentioned that she received a new trustee manual from the Library of Michigan which she will print and circulate amongst us.
- **Financial Reports:** Penal fines are at the lowest point Barbara has seen since she became director in May of 2015. A budget amendment may be needed to track the lower total. Interest income has been higher as well as sales revenues. Janet moved to approve the financial reports and expenditures and Lysy seconded.

### Committee Reports:

- **Public Relations and Fundraising:** Barbara would like the committee to meet to compose a pledge letter. Special attention will be paid to the recipient list.

- Library Policy: None
- Personnel: None
- Building: Barbara will meet with the committee in January to talk about details involved with the renovation such as paint, hardware, etc. so that we can properly estimate costs. A bond attorney will then compose a document which we will submit to a bank when we are ready to borrow. Forum has submitted a basic cost analysis for the library to use when putting the project out for construction bids.
- Budget and Finance: The committee will meet to amend the budget in January.
- Technology: The new internet firewall is in place.
- Directors Report: See attached.

Unfinished Business: None.

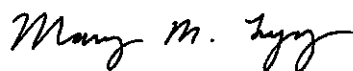
New Business: Barbara sought a proposal for strategic planning and a development plan from Loring, Sternberg and Associates. The Michigan Gateway Foundation has verbally agreed to fund the project, which will cost \$7,500. This will include the creation of a fundraising schedule for the Library as well as fundraising tutelage for trustees and staff.

Questions and Comments from Board Members: None

Adjournment: 7:19pm

Next Meeting: January 18<sup>th</sup>, 2018 at 6:30pm

Respectfully submitted,



Mary Lysy

Trustee and acting secretary