

**Buchanan District Library**  
**Regular Board Meeting**  
**December 16, 2021**

**Call to Order:** President Molly Thornton called the meeting to order at 6:37pm  
Board members present were Molly Thornton, Janet Kuhn, Deb Miner, Karen Quasny, and Nathanael Lyon. Board members Jeanne Arbanas and Karen McGuirt were absent. Director Meg Paulette represented the Library staff.

**Adoption of Agenda:** Motion made by Deb Miner to accept agenda. Seconded by Nathanael Lyon.  
Motion carried.

**Recognition of Visitors:** None

**Community Concerns:** None

**Routine Business:**

- Correspondence: Meg received letters from Hungerford Nichols about the completion of the library audit.
- Minutes and Calendar: A meeting of the Policy Committee needs to be scheduled (Karen McGuirt is chair, and is absent, so it will be scheduled later). Nathanael Lyon made a motion to accept the October minutes as presented. Seconded by Janet Kuhn. Motion carried.
- Financial Reports and Approval of Expenditures: Meg and Erin will investigate why the Building Maintenance account seems a little high. Deb Miner made a motion to accept the reports and expenditures as presented. Seconded by Karen Quasny. Motion carried.

**Committee Reports:**

- Public Relations and Fundraising:  
Meg reported the earnings from the NSSN. A more detailed report will be given at next month's meeting as part of the annual PR & Fundraising report. A meeting needs to be scheduled with the PR & Fundraising Committee (again, Karen McGuirt is chair, it will be scheduled later due to her absence).
- Library Policy:  
After discussion at the November Board meeting, the board once again considered lowering the annual out-of-district fee from \$50 to \$25. At this time, the library has 10 subscription accounts. Meg knows of a few patrons who would like to purchase a subscription, but have difficulty affording it. \$25 a year is the same rate as Niles, which accounts for most of those who want a subscription. The library is reciprocal with many other area libraries, but not Niles. Janet Kuhn expressed concern that \$25 a year may be less than what residents are paying towards the library annually in taxes, and therefore would be unfair. Karen Quasny made a motion to lower the fee to \$25, Deb Miner seconded. Molly Thornton and Nathanael Lyon voted yes. Janet Kuhn voted no.

- **Personnel:**  
Jen Munoz started as Programming Coordinator on December 7.
- **Building:**  
The Building Committee met with Rob Swem on Tuesday, December 14 to request an estimate on construction costs for the bathrooms and large community room on the second floor.
- **Budget and Finance:** The audit has been finalized. Janet Kuhn will schedule meeting for budget amendments in February
- **Technology:** No Meeting, but it was discussed that a Technology Plan still needs to be worked on.

**Director's Report:** See report.

**Unfinished Business:**

- **Strategic Planning:**  
Strategic Planning Ad Hoc Committee will meet on Saturday, January 15, to complete a first draft of the Strategic Plan, to be presented to the board at the January meeting.

**New Business:**

- None presented.

**Questions and comments from Board Members:** Karen Quasny attended Library Trustee Training 101 from the Library of Michigan and has signed up for Library Trustee Training 102. Karen suggests that this should be required for new trustees, and will send the link to everyone.

**Adjournment:** Meeting adjourned at 7:33 PM

**Next meeting:** January 20, 2022, at 6:30 PM