

Buchanan District Library
June Regular Board Meeting
June 18, 2015
6:30 pm
Community Room

Call to Order: Mary Lysy called the meeting to order at 6:31 pm. Present were Director Barbara Wallace and trustees Mary Lysy, Janet Kuhn, Krista Parin, Dave Perez, Debi Brooks and Molly Thornton.

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

Recognition of Visitors: None

Community Concerns: Compliments for Barbara as our new Director were shared; Dave complimented the Stop Lunch and Listen event.

Routine Business:

Correspondence: The library received donations from Don and Kay Trull.

Minutes: Janet made a motion to accept the May meeting minutes as presented, Debi seconded.

Financial Reports and Approval of Expenditures: Krista made a motion to accept as presented, Dave seconded. Due to an error in the Profit & Loss Budget vs. Actual report under Income, 4000-Property taxes line related to the repayment of the bond debt millage, the expenditures were voted upon but the financial report summaries for May will not be voted upon until July's meeting.

Old Business:

Review Calendar: The calendar was reviewed; review of the strategic plan will be tabled until after the millage election later this summer.

Pending millage election: Janet informed the board of the official millage election committee group and reviewed the recent meeting; staff member, Meg, will design the postcard for local mailings; Dick Butler legally advised to not use the library logo on any mailings or propaganda the committee creates; the next committee meeting is June 24th at Michigan Gateway Foundation.

Approve FOIA policy: Janet made a motion to accept the FOIA resolution, which states our compliance with the new FOIA policy regulations, Dave seconded. All board members present voted Yes.

New Business:

Credit Card for Sarah Gault: After discussion the board agreed to encourage staff to better plan for events and purchasing methods, including itemized lists of expenses to be submitted for approval to the director prior to purchases. Krista made a motion to not extend the credit card usage to additional staff members, including Sarah Gault, Molly seconded.

Approval of raises for Thelma Katz and Sarah Gault: The board agreed with the proposed raises for staff members by previous director, President Mary signed the approval documents.

Return of the Used Book Sale: Barbara decided to bring back the used book sale, the board agrees to let Barbara take the lead, determining the best location in the library as well as setting prices, regulating content and maintaining use of the Better World Books bin outside.

Formation of a Local Authors Collection: Barbara proposed the library begin a new book section for local authors, a place where local authors could be highlighted and easy to find. The board agreed.

Borrowing privileges with Fernwood Botanical Gardens: Fernwood has a horticultural library that they will extend privileges to Buchanan Library cardholders to borrow books when visiting the gardens. Board member Krista Parin informed the board of the details.

Proposal of updates to the Personnel Policy: This subject was tabled until next meeting.

Proposal of Request for Meeting Attendance policy and form: This subject was tabled until next meeting.

New appointments to Committees: Janet made a motion for the current trustee positions to stay the same. Molly seconded. President – Mary Lysy, Vice President – Dare Soley, Treasurer – Janet Kuhn, Secretary – Molly Thornton. The committees are now as follows (ad hoc members not listed here):

Public Relations – Dare (Chair), Debi, Krista

Policy – Mary (Chair), Molly

Personnel – Debi (Chair), Dave

Budget and Finance – Janet (Chair), Mary, Dare, Dave

Technology – Dave (Chair), Molly, Janet

Fundraising – Mary (Chair), Janet, Krista, Dare, Dave

Building – Molly (Chair), Dave, Krista

Approval for budget for 2015/2016 fiscal year: The budget prepared by previous director and the proposed budget prepared by Barbara were compared and discussed. Krista made a motion to accept the proposed budget, Molly seconded, all board members present voted yes. The proposed budget

included new information regarding MGCF grant amount eligibility with a positive net income, rather than a negative.

Committee Reports:

Public Relations: See report

Library Policy: None

Personnel: None

Building: None. Committee members and Barbara will meet with Arkos, June 19, for a review of the current standing and upcoming phases.

Budget and Finance: Review proposed Budget for 2015/2016

Technology: None

Fundraising: See report

Directors Report: See Report

Questions and Comments from Board Members: none

Adjournment: Mary adjourned the meeting at 8:00 pm.

The next regular July board meeting will be on July 16th at 6:30pm.