

**Buchanan District Library  
Regular Board Meeting  
November 19, 2021**

**Call to Order:** President Molly Thornton called the meeting to order at 6:35pm  
Board members present were Molly Thornton, Janet Kuhn, Deb Miner, Jeanne Arbanas, Karen McGuirt, and Karen Quasny, and Nathanael Lyon. Director Meg Paulette represented the Library Staff.

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

**Recognition of Visitors:** None

**Community Concerns:** None

**Routine Business:**

- Correspondence: None
- Minutes and Calendar: Janet Kuhn made a motion to accept the October minutes and the calendar as presented. Seconded by Jeanne Arbanas. Motion carried.
- Financial Reports and Approval of Expenditures: Nathanael Lyon made a motion to accept the reports and expenditures as presented. Seconded by Deb Miner.  
Motion carried.

**Committee Reports:**

- Public Relations and Fundraising:  
Meg gave update on NSSN. Solicitation for auction items and volunteers for White Saturday (Small Town, Big Christmas) on November 27, and to sell calendars at Senior Center and Fernwood.
- Library Policy:  
Janet Kuhn made a motion to approve changes to the Employee Benefits policy.  
Seconded by Karen Quasny. Motion carried.  
  
Janet Kuhn made a motion to approve changes to the Library of Things policy. Seconded by Nathanael Lyon. Motion carried  
  
Due to occasional patrons asking to lower our out-of-district fee from \$50 to \$25, Meg presented to the board for discussion.
- Personnel:  
Jen Munoz accepted the position as new Programming Coordinator. She will start December 2. She will begin with planning mid-January through March programming.
- Building:  
Molly recapped meeting that occurred on November 2. After measuring space in front of the building, it was determined that the computers will fit in the proposed new location.

The Building Committee will be working to obtain new, simpler plans for ideas on what to do with the upstairs space.

Karen Quasny will get with Meg to assist in comparing plans from both Redbud Insurance (Buchanan) & Decker Agency (Kalamazoo).

- Budget and Finance: No Meeting
- Technology: No Meeting

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

**Unfinished Business:**

- Strategic Planning:  
Strategic Planning Ad Hoc Committee met on Saturday, November 6, 2021 and drafted three goals based on data collected from community, staff, and trustees. See report. Committee will meet again Saturday, November 20, 2021 to draft vision statement.

**New Business:**

- None presented.

**Questions and comments from Board Members:** Molly Thornton commented on how lovely the Christmas window display was.

**Adjournment:** Meeting adjourned at 7:37 PM

**Next meeting:** December 16, 2021, at 6:30 PM