

Buchanan District Library

Regular Board Meeting

Minutes

Community Room

October 28, 2015

Call to Order: President Mary Lysy called the meeting to order at 6:35 pm; Molly Thornton, Debi Brooks, Dave Perez, Janet Kuhn and Barbara Wallace were in attendance.

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

Recognition of Visitors: Brian Wisneski of Gerbal and Company was present to review the current audit. Brian reported that the library was in good financial position and the audit was smooth and seamless. Brian reported that Barbara had a successful experience for her first audit.

Community Concerns: The staff and director are receiving positive feedback from patrons regarding the new hours. Mary complimented Barbara on her continuous work and effort to improving the entryway.

Routine Business:

Correspondence: Barbara has been invited by Michigan State University to serve on a Berrien County 4H improvement committee as a representative of the library. She has accepted the invitation.

Minutes: Dave made a motion to accept the September board meeting minutes as presented, Janet seconded.

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

Old Business:

Review Calendar: The MGFC application has been pushed to the Spring of 2016.

New Business:

Proposal of amendments to Personnel Policy regarding the United States General Services

Administration Per Diem Rates: Janet made a motion to accept the new policy, Molly seconded, all members present voted yes. Number 4 of the Employee Training policy will now state the following: Food and lodging will be reimbursed at current federal rates found at www.gsa.gov/perdiem. Reimbursement will be for actual allowable costs and is not to exceed documentation.

Review of Services with Bloom, Slugget, Morgan: Barbara reported that the legal advice regarding the millage has been very useful but it is no longer needed, the board agreed that she could inform Dick Butler by email that we will contact him or the firm if we seek further guidance or information.

Board and library obligations under FOIA/OMA: If the library receives a FOIA request, all board members personal email accounts could be subject to request. The technology committee will create library related email addresses for board members to specifically use to communicate with each other. The library board members will not use email to discuss topics that require a quorum for decision and will not 'reply-all' to informative emails from the director or each other. The policy committee will begin to write a policy. The committee meetings will take minutes to have upon request but do not need to be publicly posted.

One Book, One Michiana 2016: The St. Joe Public Library has invited the Buchanan Library to participate in One Book, One Michiana during the month of April 2016. The book is *A Midsummer Night's Dream*. Barbara and the staff will plan a curriculum and events in advance.

Committee Reports:

Public Relations: none

Library Policy: The Per Diem Policy has been amended. An email and communications policy will be written. A bed bugs policy will be written. The volunteer policy will be amended.

Personnel: none

Building: The perimeter of the building was weeded and the parking lot was cleaned up by volunteers of Make a Difference Day on October 24th. The SculptureWorks representative will make a preliminary visit in the beginning of November.

Budget and Finance: none

Technology: none

Fundraising: none

Directors Report: see attached.

Questions and Comments from Board Members: none

Adjournment: The meeting was adjourned at 8:00pm.

Next Meeting November 24th, 6:30 pm.