

**Buchanan District Library
Regular Board Meeting
October 20, 2016**

Call to Order: President David Perez called the meeting to order at 6:31 pm. Board members present were David Perez, Dare Soley, Janet Kuhn, Molly Thornton, Dennis Iler, and Mary Lysy. Director Barbara Wallace represented the Library Staff. Board member Debbie Brooks was absent.

Adoption of Agenda: Motion made by Dare Soley to accept agenda, seconded by Janet Kuhn. Motion carried.

Recognition of Visitors: None present.

Community Concerns: Barbara spoke to Bill Marx about Bruce Gordon and his concerns expressed at the last board meeting. Barbara also sent a follow-up letter to Mr. Gordon.

Routine Business:

Correspondence: Barbara read an email received from City Commissioner Dale Toerne regarding his support of the building campaign and the library's plans.

Minutes: Motion made by Molly Thornton to accept the September minutes as written. Seconded by Mary Lysy. Motion carried.

Financial Report: Janet Kuhn questioned the negative balance on the "grant" line. Barbara will check it out and report back. Janet made a motion to accept report. Seconded by David Perez. Motion carried.

Committee Reports:

Public Relations/Fundraising: Barbara mentioned the need for more silent auction items & possibly asking local banks for donations for the Cocktail Soiree and Fundraiser to fund the purchase of alcohol for the party. If possible, another meeting needs to be scheduled before the next board meeting.

Library Policy: Committee needs to meet to renew emergency plans plus a strategic plan.

Personnel: No meeting.

Building: Molly Thornton reported working on improving signage. Putting up wood or metal signs on the building is being considered. Molly has two estimates and is waiting on the third before making the final decision. Affordable Asphalt will come to inspect our parking lot before winter to determine if it needs any work done. Simplex Grinnell will fix the leak in the sprinkler system.

Budget & Finance: No meeting.

Technology: Met on October 13th. See report for results of meeting. Barbara said she would like to purchase iPads and compatible new furniture for the back Children's Area. Barbara also brought up the need for a good android phone for the staff to use in an emergency. After discussion, Molly Thornton made a motion for Barbara to purchase a phone. Seconded by Dennis Iler. Motion carried.

Director's Report: See report.

Unfinished Business: None

New Business:

Assign banking privileges and complete remaining financial paperwork: After discussing how to assign banking privileges, Janet Kuhn made a motion that all privileges outlined in banking resolutions for Chemical Bank, United Federal Credit Union, and Edgewater Bank be shared by Barbara, Debbie VerValin, David Perez and Dare Soley. Seconded by Mary Lysy. Motion carried.

Library closings: Barbara proposed closing December 3rd to prepare for the Christmas cocktail party and opening three hours late on December 20th to have time for a staff holiday party. Motion made by David Perez and seconded by Molly Thornton. Motion carried.

Questions and comments from Board Members: Janet Kuhn said she would like to see patrons who are signed up to receive newsletters by email receive more concise newsletters on what is coming up and what took place in the LHR and

children's area. She suggested this be done on a quarterly basis. Janet hopes it would encourage more feedback from patrons. Janet also mentioned the possibility of a bank loan for the remainder of the money needed to start phase two. Barbara suggested having a workshop to discuss phase two and three. David mentioned the Have Fun At The Parks group is meeting at the library on Tuesday the 25th at 6:30.

Trustee Training: Attended by Mary Lysy, David Perez, Dennis Iler, and Janet Kuhn. All found it enlightening to talk to people from other libraries and learn about the issues they encounter, and it helped with learning the responsibilities of being a trustee.

Adjournment: Meeting adjourned at 7:54 pm.

Next meeting: Next meeting November 17th, 2016