

BUCHANAN DISTRICT LIBRARY
Regular Board Meeting
Community Room
October 25th, 2018 at 6:30pm

MINUTES

- Call to Order: Dave Perez called the meeting to order at 6:28. Also present include Molly Thornton, Janet Kuhn, Mary Lysy, Pamela Salo assistant director, Debi Brooks. Dennis Iler was absent.
- Adoption of Agenda: Janet made a motion to accept the agenda as presented, all voted yes.
- Recognition of Visitors: James Mihalik from Hungerford Nichols
 - Hungerford Nichols audit presentation: See Financial Statements from Hungerford Nichols outlining the financial audit.
- Community Concerns: Men's bathroom defiled by patron after requesting the key, Pamela and staff will try to confirm who it was and then proceed by discussing with the student the incident and involving the parents. Another patron reported a complaint at the circulation desk about another patron looking at women's feet, children on playgrounds, and exhibiting inappropriate behavior. The staff and the board will monitor the situation.
- Routine Business
 - Correspondence: none
 - Minutes and Calendar: the holiday hours schedule for 2019 will be discussed and determined at the next regular November board meeting. Janet made a motion to accept the September meeting minutes as presented, Debi seconded and all voted yes.
 - Financial Reports and Approval of Expenditures: Molly made a motion to accept the financial reports as presented, Mary seconded, all present voted yes.
- Committee Reports
 - Public Relations & Fundraising: The committee met and decided to postpone the cocktail party for 2018 and instead hold an open house in the spring 2019 at the completion of the renovation/construction project. Janet suggested the committee designate some focus to building a strong mailing list.
 - Library Policy: none
 - Personnel: the new director search will begin after the job description is finalized and approved by the board members.
 - Building: Construction updates – Molly and Pamela reviewed the details of the progress meeting with Forum Architects and Pearson Construction.
 - Budget and Finance: Bond updates – Mary will mail the bond certified overnight to Jon Kamins on Friday October 26th. The committee will meet with the

personnel committee to discuss compensation for Pamela while she fills in for the director.

- Technology: none
- Director's Report: see report
- Unfinished Business: none
- New Business
 - Extended hours on White Saturday, November 24th, 9am-5pm: Molly made a motion to extend the hours, Debi seconded, all present voted yes.
 - Accept resignation of Edwin Brinklow from Board: all present voted yes to accept the resignation of Edwin Brinklow. The board will send the city a copy of the minutes.
 - Director Search: discussed under personnel committee
 - New Board Resolution – Molly made a motion to pass a resolution to amend the bond resolution authorizing Pamela on all bond related activities, Janet seconded and all present voted yes.
 - Re-signing Bond Issue – Dave, Molly and Pamela signed all required papers for the bond and Mary will send it in the mail overnight to Jon Kammins on Friday October 25th.
 - Health Insurance – the personnel and finance committee will meet to discuss options.
 - Freegal no longer paid by SMLC: the board agreed to discontinue Freegal at this time.
- Questions and Comments from Board Members: Mary wanted to confirm that we have not changed any bank related information as of yet, the board agreed to change all information when the new director is hired. Janet and Debi asked Pamela about her compensation in the past when she filled in for the director.
- Adjournment: Dave adjourned the meeting at 8:06 pm.
- Next Meeting: November 15th, 2018