

**Buchanan District Library  
Regular Board Meeting  
December 20, 2018**

**Call to Order:** Vice President Janet Kuhn called the meeting to order at 6:31 pm. Board members present were Janet Kuhn, Molly Thornton, Dennis Iler, Mary Lysy and Debbie Brooks. David Perez was absent. Assistant Director Pamela Salo represented the Library Staff.

**Adoption of Agenda:** Motion made by Molly Thornton to accept agenda, seconded by Debbie Brooks. Motion carried.

**Recognition of Visitors:** Jeanne Arbanas, a perspective Board Member was present.

**Community Concerns:** None.

**Routine Business:**

**Correspondence:** Pamela received an email from The Van Buren Regional Genealogical Society. See Director's report for content.

**Minutes and Calendar:** Motion made by Molly Thornton to accept the November minutes as written. Seconded by Dennis Iler. Motion carried.

**Financial Report and Approval of Expenditures:** Motion made by Mary Lysy to accept report as written and approve expenditures. Seconded by Dennis Iler. Motion carried.

**Committee Reports:**

**Public Relations/Fundraising:** No meeting.

**Library Policy:** Molly Thornton and Dennis Iler both mentioned they would like to see something in writing for employee recognition. Will be presented at the January meeting.

**Personnel:** No meeting held.

**Building:** Molly reported that everything seems to be on track.

**Budget & Finance:** Amendments concerning the budget need to be looked at. Finance Committee members will schedule a meeting before the January 17<sup>th</sup> Board Meeting.

**Technology:** No meeting.

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

**Unfinished Business:**

**Letter to patrons:** Content of the fund raising letter is being refined.

**New Trustee.** Jeanne Arbanas said she still has not received the approval needed to be a Library Board Trustee. Janet Kuhn will contact the city.

**Director search.** Most resumes came from Indeed.com. Because MLA farms out jobs to third parties, success with them was not good. We will use Indeed.com for future ads with better results at the same \$200 price.

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

**New Business:** Discussion took place concerning Michigan Gateway Community Foundation grants due February 1<sup>st</sup>.

**Questions and comments from Board Members:** Janet Kuhn mentioned she had gotten an answering machine when she called the Library during business hours and was not happy about it. She thought it was a regular policy. Pamela explained that will only happen when everyone at the front desk is busy with a patron and can't get to the phone. When a patron is at the desk they are the top priority.

**Adjournment:** Meeting adjourned at 7:42 pm

**Next meeting:** Next meeting January 17th, 2019