

**Buchanan District Library**  
Regular Board Meeting  
Buchanan District Library Community Room  
Thursday, December 19, 2024

**Call to Order:** President Molly Thornton called the meeting to order at 6:31 PM.

Board members present were Molly Thornton, Janet Kuhn, Trinity Young, Nathanael Lyon, Deb Miner, and student representative Grant Waggoner. Karen Quasny and Karen McGuirt were absent. Director Meg Paulette Perez represented the Library Staff.

**Approval of Agenda:** Motion made by Deb Miner to accept agenda as presented. Seconded by Janet Kuhn. Motion carried.

**Public Comment: None**

**Routine Business:**

- **Correspondence and Calendar:**
  - No correspondence
  - Policy changes submitted at last meeting will be voted on during committee reports
- **Approval of previous meeting's minutes:** Motion made by Janet Kuhn to accept November minutes after correction made to add Trinity Young's name as members present. Seconded by Trinity Young. Motion carried.
- **Financial Reports and Approval of Expenditures:** Nathanael Lyon made a motion to accept report as presented. Seconded by Deb Miner. Motion carried.

**Committee Reports:**

- **Public Relations and Fundraising:**
  - Art FX quote for donor wall: Quote came in higher than anticipated. Meg would like to see a lower quote before committing.
  - Report from NSSN: Meg reported raising nearly \$10,000 for the library. Ticket sales and sponsorships were up from the previous year, however, the silent auction did not do as well as previous years.
- **Library Policy:**
  - Vote on proposed Circulation Policy updates presented at the November board meeting: Janet Kuhn made a motion to accept proposed policy. Seconded by Trinity Young. All board members present voted in favor. Motion carried.
- **Personnel:**
  - Update on hiring substitute position for Julie's absence: A Substitute Circulation Assistant position was offered to Kaitlyn Loughlin, who accepted the position. Kaitlyn will start on January 7<sup>th</sup>.
- **Building:**
  - Construction updates: Other than small changes to the kitchen area, construction is progressing smoothly and we are on track to be able to use the room by late March of 2025.

- **Budget & Finance:**
  - Audit results: Joshua Gabrielse joined the meeting virtually to give an overview of the audits results. The results were positive and showed the Library to be in good financial standing. Janet Kuhn requested that a Finance Committee meeting be scheduled early in the new year.
- **Technology:** Nothing new to report
- **Strategic Plan:** Meeting scheduled for January 8.

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

**Unfinished Business:**

- 2025 Millage Renewal
  - Meg gave an update on preparations for the library's upcoming millage renewal in 2025. The Strategic Plan Committee will work on informational materials for the public at their next meeting on January 8.

**New Business:** None

**Questions and comments from Board Members:** None

**Adjournment:** Meeting adjourned at 7:38 pm

**Next meeting:** Thursday, January 16, 2025 at 6:30 pm