

**Buchanan District Library
Regular Board Meeting
February 20th, 2019**

Call to Order: President David Perez called the meeting to order at 6:29 PM. Board members present were David Perez, Janet Kuhn, Debi Brooks, Molly Thornton and Dennis Iler. Mary Lysy was absent. Assistant Director Pamela Salo represented the Library Staff.

Adoption of Agenda: Motion made by Janet Kuhn to accept agenda with the exception of the date change. Seconded by Molly Thornton. Motion carried.

Recognition of Visitors: Jeanne Arbanas attended the board meeting

Community Concerns: None

Routine Business:

Correspondence: Mary Lysy submitted her resignation. A complementary letter about the library was received from Jessica Spur. Foster Swift sent a letter noting the changes in the Freedom of Information Act. Disability Network sent a thank you for the use of the library and its services.

Minutes and Calendar: Motion made by Molly Thornton to accept the January minutes as written. Seconded by Janet Kuhn. Motion carried.

Financial Reports and Approval of Expenditures: Motion made by Molly Thornton to accept report. Seconded by Debi Brooks. Motion carried.

Committee Reports:

Public Relations & Fundraising: Jeanne Arbanas brought in a flier with statistical data to be used for promotional material for the Board to review. Trustees agreed to reserve a table at Fernwood on April 11th for the Chamber of Commerce annual dinner. Dennis Iler agreed to assist with Plow Day.

Library Policy: Drafted policy changes were presented. Changes to be available for Board approval at the March meeting.

Personnel:

Emergency Training Day in March. Waiting for times for presenters
Staff Training Day in April or May to be determined. No date set.

Building: New pricing on egress lighting. Motion made by Janet Kuhn to approve bid for lighting. Seconded by Dennis Iler. Motion carried.

Budget & Finance: MERS change in percentage matching. Library will reduce their matching contributions from 7.25% to 5% for full time employees which will save \$260 a month. Janet Kuhn mentioned Capital Outlay needs to be changed to Liabilities. It was decided that Debbi VerValin needs to check bank signatures with Chemical Bank, UFCU, Edgewater Bank, and Countrywide.

Technology: Library will need to sign three new five year contracts with Johnson Control for new equipment. One each for the Fire System, Intrusion System with Panic Button, and Video System with a total yearly price of \$3588.

Director's Report: See report.

Unfinished Business:

Letter to patrons: Still working on it.

New Trustee: After discussion, it was decided to have Jeanne Arbanas fill Debi Brooks' place when her term is up in June. That appointment is by the school district. The city appointed Karen McGuirt as a Trustee. She will be contacted and invited to the March 21st meeting.

Director search: Pamela Salo, Jeanne Arbanas, Debi Brooks, and Molly Thornton formed a Search Committee and will meet on March 1st at 2:00.

Millage: Renews on 12/31/2020 & 12/31/2024. Perpetuity is 20 years.

New Business: None

Questions and Comments from Board Members: A big thank you to Jeanne Arbanas for all her hard work.

Adjournment: Meeting adjourned at 8:08 PM

Next meeting: March 21st at 6:30 PM