

**Buchanan District Library  
Regular Board Meeting  
Buchanan District Library Community Room  
February 20, 2025 at 6:30pm**

**Call to Order:** President Molly Thornton called the meeting to order at 6:34PM. Board members present were Molly Thornton, Janet Kuhn, Deb Miner, Trinity Young, Karen Quasny, Karen McGuirt, Nathanael Lyon and student representative Grant Waggoner. Director Meg Paulette represented the Library Staff.

**Approval of Agenda:** Motion made by Karen Quasny to accept agenda. Seconded by Janet Kuhn. Motion carried.

**Public Comment:** Welcome to visitor Morgan Cornelius, who is interested in the student representative position for the 2025–2026 school year.

**Routine Business:**

**Correspondence and Calendar:**

- Policy changes: Reservable Spaces Policy submitted for approval to be voted on in March (discussion during committee reports).
- Job descriptions and Personnel Policy have been shared with the board for review.
- Staff training day has been scheduled for March 10.
- Budget amendments will be discussed during committee reports.
- Strategic Plan Committee presented an update at the January board meeting.

**Approval of previous meeting's minutes:** Motion made by Deb Minor to approve January minutes as written. Seconded by Karen Quasny. Motion carried.

**Financial Reports and approval of expenditures:** Motion made by Karen Quasny to approve reports. Seconded by Karen McGuirt. Motion carried.

**Committee Reports:**

**Public Relations & Fundraising:**

- Meg shared the most up-to-date rendering of the donor wall which will be produced by ArtFX out of Bridgman. Meg has spoken to nearly all of the donors to confirm what they would like engraved.
- The PR/Fundraising Committee met on January 30. The committee discuss the opportunities and challenges that will be presented by having the upstairs community room available in 2025 for the Not-so-Silent Night. Also discussed was the addition of a Trivia Fundraiser, tentatively scheduled for July 11th, and an “envelope fundraiser” during summer reading. Another idea that may be considered to appeal to a younger demographic is a “silent disco.”
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**Library Policy:** The board discussed the Reservable Spaces Policy again, with the intention of approving it next month. Meg explained the changes and additions since it was first presented at the January board meeting. The board agreed with the majority of

the changes, but requested that the section that uses the phrase “the library does not discriminate” be revised to a positive statement, such as “the library is open to all groups...”

**Personnel:** No updates.

**Building:** Construction continues to proceed according to schedule and budget. Meg is working to order furniture for the new space, which will include easy to move flip-top tables and lightweight stacking chairs. Trinity Young offered to share information about chairs used at the Middle School, which they are very happy with.

**Budget & Finance:** Budget amendments were presented to the board, but Janet Kuhn noticed some issues and asked that Erin send her the spreadsheet to review before the amendments are approved.

**Technology:** Meg and Laura have recently met with Adams Remco to discuss the possibility of adding a second copier now that the previous staff copier has stopped working and is not repairable.

**Strategic Plan:** No updates.

**Director’s Report:** See report

**Unfinished Business:**

- 2025 Millage Renewal: The timing of the library informational mailing should be before absentee ballots are sent out, which is 40 days before the election (in this case, June 26 is 40 days before August 5).

**New Business:**

- Meg told the board that she is planning to resign from the Buchanan Area Fund board, with the board’s permission. The board agreed.

**Questions and Comments from Board Members:**

**Adjournment:** Meeting adjourned at 7:39pm

**Next meeting:** Thursday, March 20, 2025 at 6:30pm