

**Buchanan District Library
Regular Board Meeting
Community Room
February 20, 2020 6:30 pm**

Minutes

Call to Order: President Dave Perez called the meeting to order at 6:29 pm. Trustees present include Molly Thornton, Jeanne Arbanas, Karen McGuirt, Janet Kuhn, Deb Miner, Dennis Iler, Meg Paulette, and staff member Pamela Salo. Janet made a motion to accept the Agenda as presented, Karen seconded the motion and all trustees voted yes.

Visitors: Rob Swem from Pearson Construction, William Hentschel from Forum Architects, and Tom Cook from M/E Design Services were present. The group discussed the most recent change order for the renovation project from Pearson Construction regarding the elevator inspection work history, the project contract, the punch list, and the snow melt system on the new entrance.

Community Concerns: none

Routine Business:

Correspondence: none

Minutes & Calendar: Molly made a motion to approve the January board meeting minutes as presented; Dennis seconded the motion and all voted yes. The calendar was reviewed.

Financial Reports and Approval of Expenditures: Molly made a motion to accept the financial reports as presented, Jeanne seconded the motion and all voted yes.

Committee Reports:

Public Relations & Fundraising: Jeanne reviewed the committee meeting from January 29, ideas include a family field day, a scavenger hunt, a spring fundraiser, participating in the community wide garage sale, and the leaf sponsorships.

Library Policy: a new policy was introduced for Suspension of Privileges for Health and Safety Reasons and is scheduled to be voted on for Approval in the March regular board meeting.

Personnel: none

Building: reviewed during the meeting with aforementioned visitors.

Budget and Finance: an upcoming meeting was scheduled for the committee.

Technology: none

Directors Report: see report

Unfinished Business:

Strategic Planning: Meg outlined the current three phase proposed plan for the strategic planning process. The first step is to form a Strategic Plan Steering Committee. The first phase will be formed and completed between now and May 2020.

2020 Millage planning: Meg reported about a follow-up from Shirley Buursema, the millage group will be formulated and so far Mary Lysy has agreed to be the treasurer of the committee.

New Business: Janet would like to see the library website support page updated.

Questions and Comments from Board Members:

**Dave adjourned the meeting at 8:26 pm.
Next meeting March 19, 2020 at 6:30 pm.**