

**Buchanan District Library  
Regular Board Meeting  
January 17<sup>th</sup>, 2019**

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

**Adoption of Agenda:** Motion made by Janet Kuhn to accept agenda. Seconded by Dennis Iler. Motion carried.

**Recognition of Visitors:** Jeanne Arbanas

**Community Concerns:** None

**Routine Business:**

**Correspondence:** None

**Minutes and Calendar:** Motion made by Dennis Iler to accept the December minutes as written. Seconded by Mary Lysy. Motion carried.

**Financial Reports and Approval of Expenditures:** Motion made by Janet Kuhn to accept report with the exception of capital outlay and construction loan payment. Seconded by Molly Thornton. Motion carried.

**Committee Reports:**

**Public Relations & Fundraising:** Jeanne Arbanas presented some samples of letters for the fundraising project. After discussing possibilities it was agreed that a valid spread sheet of people and addresses needed to be compiled before letters could be sent out. PR Committee needs to get in touch with Loring who is involved with Strategic Planning. Mary Lysy and Jeanne Arbanas will talk to him.

**Library Policy:** Mary Lysy thought the Library policy needs to be revised. Laura and Pamela will go over it and present the needed changes to the Board.

**Personnel:** Committee needs to review applicants for Director and decide if they would like to set up any interviews.

**Building:** February projected to be the completion date.

**Budget & Finance:** Committee will present results of meeting at the next Board meeting.

**Technology:** None

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

**Unfinished Business:**

**Letter to patrons:** Discussed in PR & Fundraising

**New Trustee:** Still waiting on city to act. City Clerk has to put the board trustee application on the city agenda. The city does not currently have a clerk. Hopefully Bill Marc can get it on their agenda so Jeanne Arbanas's application can be approved by the next Library Board meeting.

**Director search:** Our ad for a Director will be run again on Indeed.com to get more applicants to consider.

**New Business:**

Patron would like to make a donation to the library out of his 401K. He needs paperwork for his financial advisors proving we are an accepted organization for him to donate to. Pamela is using the cooperative's 501c3 and the library's FSCS ID: M100045.

**Questions and Comments from Board Members:**

**Adjournment:** Meeting adjourned at 8:00 PM

**Next meeting:** February 20<sup>th</sup> at 6:30 PM