

**Buchanan District Library
Regular Board Meeting
Buchanan District Library Community Room
January 18, 2024**

Call to Order: President Molly Thornton called the meeting to order at 6:30 PM. Board members present were Molly Thornton, Janet Kuhn, Deb Miner, Karen Quasny, Karen McGuirt, and Nathanael Lyon. Director Meg Paulette-Perez represented the Library Staff.

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

Public Comment: None

Routine Business:

Correspondence and Calendar:

- Personnel Policy currently under review
- Schedule meeting of PR/Fundraising committee: Scheduled for January 25th at 5:30.
- MGCF grant request will be submitted by February 1. The board discussed possible uses for the grant, including supporting the upcoming building project and a digital outdoor sign for the library.
- State Aid Report complete.
- Emergency plan under review. Annual staff day tentatively scheduled for March 11 and will include fire extinguisher training.
- Preliminary budget amendments sent to Finance Committee Chair, meeting needed to be scheduled before February Board meeting: Meeting scheduled for February 7th at 1:00.

Approval of previous meeting's minutes: Motion made by Karen Quasny to accept December minutes as written. Seconded by Deb Miner. Motion carried.

Financial Reports and Approval of Expenditures: Motion made by Nathanael Lyon to accept report as presented. Seconded by Karen McGuirt. Motion carried.

Committee Reports

Public Relations and Fundraising

- Tom Jolly offered a year-end matching campaign for the second year in a row. \$6,550 total was raised, including Tom Jolly's \$2,500 contribution.

Library Policy

- Discussion of proposed Personnel Policy changes: The board discussed changes to the Personnel Policy proposed by Meg and Erin. Discussion included the amount of notice employees should give before taking personnel time and the legality of using "flex" time to compensate employees for overtime. Adjustments will be made and final changes will be approved in February.
- **Personnel:** Nothing new
Building: Nothing new

Budget and Finance

- Josh Gabrielse of Siegfried Crandall PC provided an overview of library's 2022-2023 audit. A few concerns were raised by Janet Kuhn, and after some discussion it was agreed to have better communication between staff and the auditors to avoid problems happening in the future.

Technology: Nothing new

Strategic Plan

- Report from January 3 meeting. One of the things Meg mentioned was getting a bulletin board to be located in the hall to accommodate business related fliers. Deb Miner would also like the library to consider limited access cards for patrons under 18 who come to the library without adults.

Director's Report: See report.

Unfinished Business: None

New Business:

- Discussion of trustee vacancy due to the resignation of Jeanne Arbanas. Numerous names were mentioned by various Board members.
- Elect new Board Secretary for the remainder of the 2023-2024 year. Janet Kuhn nominated Karen Quasny. Seconded by Karen McGuirt. Motion carried.

Questions and Comments from Board Members: Janet Kuhn invited everyone to come to the Euchre Tournament on January 27th.

Adjournment: Meeting adjourned at 8:15 PM

Next meeting: February 15th at 6:30 PM