

**Buchanan District Library  
Regular Board Meeting  
Buchanan District Library Community Room  
January 16, 2025, 6:30pm**

**Call to Order:** President Molly Thornton called the meeting to order at 6:36 PM. Board members present were Molly Thornton, Janet Kuhn, Deb Miner, Karen Quasny, Nathanael Lyon and student representative Grant Waggoner. Karen McGuirt and Trinity Young were absent. Director Meg Paulette Perez represented the library staff.

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

**Public Comment: None**

**Routine Business:**

- **Correspondence and Calendar**
  - Public Relations Committee meeting/report: Meeting needs to be scheduled
  - MGCF due February 1: Meg has already submitted but will check in with MGCF before the deadline.
  - State Aid due February 1: State Aid Report was submitted on January 16.
  - Review emergency plan: The plan has been sent to board members to review before the annual staff training day in March.
  - Finance Committee meeting: Met on January 15<sup>th</sup> to discuss cash flow as we pay for the construction project. Work started on budget amendments that will be presented to the Board in February for approval.
- **Approval of previous meeting's minutes:** Janet Kuhn made a motion to approve minutes as written. Seconded by Nathanael Lyon. Motion carried.
- **Financial Reports and approval of Expenditures:** Motion made by Nathanael Lyon to approve report. Seconded by Deb Miner. Motion carried.

**Committee Reports:**

- **Public Relations & Fundraising:** Meeting scheduled for January 30<sup>th</sup> at 4:00pm. Art FX donor wall update: Meg reported that in order to get the cost down the overall size will decrease.
- **Library Policy:** A proposed Reservable Spaces Policy that will cover use of the new community room was presented to the board for review.
- **Personnel:** Cheryl Ratcliffe was relieved of her position as a Circulation Assistant as of January 3<sup>rd</sup>. Cheryl was offered and accepted a position as Programming Assistant. Cheryl will be helping the Programming Coordinator with certain events on an as needed basis. Kaitlyn Loughlin started work as a Substitute Circulation Assistant on January 7<sup>th</sup>. She is doing well adjusting to the many different responsibilities of working the front desk. As of now her position is temporary to help during Julie's planned absence.

- **Building:** Construction continues to go smoothly. As of now, Rob Swem of Pearson Construction is telling us are on track to stay within our budget, including the work in the stairwells.
- **Budget and Finance:** Report from January 15 meeting: Janet, Karen Quasny, Erin, and Meg met to discuss cash flow and budget amendments to be approved in February.
- **Technology:** Nothing new to report
- **Strategic Plan:** Report from January 8 meeting: The committee discussed the policy for the new community room, informational materials that will be sent prior to the library's millage renewal in August, and creating a questionnaire to begin creating a board matrix.

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

**Unfinished Business:** None

**New Business:** Request change of date for June 2025 meeting. Rescheduled for June 26<sup>th</sup> at 6:30pm.

**Questions and Comments from Board Members:**

**Adjournment:** Meeting adjourned at 7:56 PM

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