

## **BUCHANAN DISTRICT LIBRARY**

**Regular Board Meeting | Held online due to COVID-19 related restrictions  
January 21, 2021, at 6:30pm**

### **Minutes**

Call to Order ▪ Dave called the meeting to order at 6:33. In virtual attendance are Janet Kuhn, Jeanne Arbanas, Deb Miner, Molly Thornton, Dennis Iler, Karen Mcguirt and Meg Paulette.

Adoption of Agenda ▪ Dennis made a motion to accept the agenda as presented, Karen seconded, all yes

Recognition of Visitors ▪ none

Community Concerns ▪ none

Routine Business

Correspondence

Minutes and Calendar - Janet made a motion to accept the December minutes as presented, Deb seconded, all voted yes. The calendar was reviewed. Meg will email us all 2021 calendars.

Financial Reports and Approval of Expenditures - the reports were reviewed. Karen made a motion to approve the financial reports, Dennis seconded, all voted yes.

Committee Reports

Public Relations & Fundraising ▪ Annual report and recommendations for next fiscal year – Jeanne reviewed the fundraisers in 2020 as well as the recommended fundraiser plan for 2021. The staff and committee are considering a storytelling festival.

Library Policy ▪ The bylaws were reviewed. Meg and Erin are reviewing the personnel policies.

Personnel ▪ Report from Personnel Committee meeting Deb reviewed the committee meeting from January 8<sup>th</sup>, staff responsibilities and compensation.

Building ▪ Update on ramp repairs: Meg reported the ramp repairs are still in progress. While it seems better than it had been it is still not completely improved. The adobe flash player required to run the HVAC controls are no longer working with the program, creating an issue with building controls.

Budget and Finance - Schedule committee meeting for Friday February 5<sup>th</sup>. Janet and Meg will start working on next years budget as well.

Technology - the new printer/copier is finally working to its capability.

Director's Report ▪ - see report

#### Unfinished Business

- Strategic Planning in 2021- Postcards were sent out, survey will be available through 3/31/21. There will also be a kiosk in the library for patrons to fill out the survey.

New Business - Meg discussed a potential need to dissolve the millage committee.

Questions and Comments from Board Members - Janet suggested that while making a motion during a zoom meeting that the board member state their name before the motion.

Adjournment - Dave adjourned the meeting at 7:25 pm.

Next Meeting: February 18, 2021, at 6:30pm