

**Buchanan District Library
Regular Board Meeting
July 18, 2019**

Call to Order: President David Perez called the meeting to order at 6:28pm.

Board members present were David Perez, Dennis Iler, Janet Kuhn, Molly Thornton, and new Board member Deb Miner. Karen McGuirt was absent. Director Meg Paulette represented the Library Staff.

Adoption of Agenda: Motion made Janet Kuhn to accept agenda after the addition of new officer elections and committee appointments to the New Business portion. Seconded by Molly Thornton. Motion carried.

Recognition of Visitors: None

Community Concerns: None

Routine Business:

- **Correspondence:** None
 - **Minutes and Calendar:** Motion made by Janet Kuhn to accept the June minutes as written. Seconded by Dennis Iler. Motion carried.
- 1) **Financial Reports and Approval of Expenditures:** Motion made by Molly Thornton to accept report. Seconded by Dennis Iler. Motion carried.

Committee Reports:

- **Public Relations & Fundraising:**
 - a) **Last Saturday Concert fundraiser:** Chef Tim agreed to Last Saturday Concert fundraiser for August 31st. He suggested selling 175 tickets this year. Meg said we will also consider selling pop and water with the dinners.
 - b) **Holiday Book Tree fundraiser:** Meg shared pictures and instructions on how it is to be done. After some discussion the Board agreed it would be a good idea to introduce a new way of fundraising.
- **Library Policy:**
 - a) **Fine Free Proposal:** Meg presented a proposal to put a fine-free policy in place. After a discussion of how it would be handled, Trustees thought it would be a good idea. The policy committee will need to meet to amend the current circulation policy. After the policy is amended, it will be presented to the board to be voted on.
- **Personnel:** No meeting.
- **Building:**
 - a) **Report from July 11 meeting:** After discussing the on-going delays with opening the front door due to the elevator, it was decided to open the front doors after Deb VerValin paints a yellow safety strip on the step. An open house will be scheduled to coincide with the summer reading program picnic on Thursday, July 25.

- **Budget & Finance:**
 - a) **Meg to be added to bank accounts after August 1:** Janet Kuhn made a motion to add Director Meg Paulette to the checking accounts of Edgewater Bank, Chemical Bank, UFCU, and Countrywide. Seconded by Molly Thornton. Motion carried.
- **Technology:** No meeting.

Director's Report: See report.

Unfinished Business:

- a) **Strategic Planning:** Meg will look into scheduling remaining training with Loring.
- b) **Letter to patrons (Annual Appeal):** Content of letter will include projects and accomplishments from the past year, future plans, and an appeal for financial support. Draft to be presented at the August meeting.

New Business:

- **Welcome new trustees:** City appointed Deb Miner was welcomed. School appointed Jeanne Arbanas will be at the August meeting.
- **Officer nominations:** David Perez will continue as President, Janet Kuhn will be Treasurer, Dennis Iler will be Vice President, and Molly Thornton will continue as Secretary. Deb Miner made a motion to nominate names presented. Janet Kuhn seconded. Motion carried after a roll call vote was taken.
- **Committees:** Committee members will be appointed at the August meeting.

Questions and Comments from Board Members: Dennis and Janet suggested we do research on how the library can save on utility costs.

Adjournment: Meeting adjourned at 7:50pm

Next meeting: August 15th at 6:30pm.