

Buchanan District Library
Regular Board Meeting
Held online due to COVID 19 related restrictions
July 16th, 2020

Call to Order: President David Perez called the meeting to order at 6:33pm.

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

Adoption of Agenda: Motion made Dennis Iler to accept agenda. Seconded by Deb Miner. Motion carried.

Recognition of Visitors: None

Community Concerns: None

Routine Business:

- **Correspondence:** None
- **Minutes and Calendar:** Motion made by Deb Miner to accept the June minutes as written. Seconded by Jeanne Arbanas. Motion carried.
- **Financial Reports and Approval of Expenditures:** Motion made by Jeanne Arbanas to accept report. Seconded by Karen McGuirt. Motion carried.

Committee Reports:

- **Public Relations & Fundraising:**
 - a) **Report from 7/13/20 PR Committee meeting.** Due to COVID 19 different avenues for fundraising need to be explored. The Committee met and discussed possible changes to existing efforts, like the Not-so-Silent Night fundraiser, and new fundraising, such as creating and selling a calendar. The Committee will meet again in August to continue working towards these goals.
- **Library Policy:** The resent ongoing situation with a young homeless woman brings to light the need to have a written procedure in place for dealing with crisis situations with patrons. Meg is in the process of exploring the library's status as a Safe Place Site and creating a policy and procedure for the staff to follow.
- **Personnel:** Meeting to be scheduled.
- **Building:** Pearson is asking to be paid their final payment of \$5,000. The snow melt system on the north ramp is not working properly. The library has been told it was not set up according to the building specs. After much discussion it was decided we need a second outside opinion before making a decision to pay.

- **Budget & Finance:** Nothing new
- **Technology:** No meeting.

Director's Report: See report.

Unfinished Business:

- a) **Strategic Planning:** After some discussion, it was decided to put this on hold until January or February.
- b) **2020 Millage** See Director's report on progress.

New Business:

- **Committee appointments:** After some discussion it was decided the committees would remain the same. Janet Kuhn made a motion that the slate of officials and committee members remain the same as 2019. Seconded by Karen McGuirt. Motion carried.

Questions and Comments from Board Members: None

Adjournment: Meeting adjourned at 7:27pm

Next meeting: August 20, 2020 at 6:30pm.