

**Buchanan District Library**  
**Regular Board Meeting**  
**Buchanan District Library Community Room**  
**July 20, 2023 at 6:30 pm**

**Call to Order:** Vice President Deb Miner called the meeting to order at 6:36 pm. Board members present were Deb Miner, Janet Kuhn, Karen Quasny, Karen McGuirt and Nathanael Lyon. Molly Thornton and Jeanne Arbanas were absent. Director Meg Paulette Perez represented the Library Staff.

**Adoption of Agenda:** Motion made by Karen Quasny to accept agenda. Seconded by Karen McGuirt. 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 presented. Seconded by Nathanael Lyon. Motion carried.
- **Financial Reports and Approval of Expenditures:** Motion made by Karen Quasny to accept report. Seconded by Karen McGuirt. Motion carried.

**Committee Reports:**

- **Public Relations & Fundraising:**
  - Report from 7/19/23 meeting: Ideas were discussed for Not-So-Silent Night Event. Meg reported that the calendar sponsorships are going well. Meg also let the Board know that we are only about \$55,000 away from starting the upstairs renovation. Meg let the Board know there are grants available that can help with raising the final amount.
- **Library Policy:**
  - Updated policy manual, including new policies from Foster Swift. The final updated policy was presented to the Board for review, to be voted on at the August meeting. Meg recommend approving the policy in August and then continuing to make amendments if necessary.
  - Update to Personnel Policy–Part Time Sick Leave: Changes were presented to the Personnel Policy regarding sick leave for part-time employees. The board will review the changes and vote on them next month.
- **Personnel:** Nothing new
- **Building:**
  - Example contract and payment schedule from Pearson Construction: After discussing how to proceed, the Board decided to go forward with the design and engineering portion of the renovation. Meg will reach out to Pearson and to our lawyers regarding next steps.
- **Budget & Finance:**

- No meeting.
- **Technology:**
  - Approve 2023 – 2024 Technology Plan: Karen McGuirt made a motion to accept the plan after the correction of one typo. Seconded by Janet Kuhn. Motion carried.
- Strategic Plan: No meeting.

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

**Unfinished Business:**

- **Review contract with City of Buchanan for public art project on Days Ave.** Board to review the contract and discuss it at the August meeting.

**New Business:** None

**Questions and Comments from Board Members:** None

**Adjournment:** Meeting adjourned at 7:36 pm

**Next meeting:** August 17, 2023 at 6:30pm.