

**Buchanan District Library**  
**Regular Board Meeting**  
**Buchanan District Library Study Room (formally called The Community Room)**  
**Thursday, June 26, 2025**

**Call to Order:** President Molly Thornton called the meeting to order at 6:30pm. Board members present were Molly Thornton, Nathanael Lyon, Karen McGuirt, Trinity Young, Janet Kuhn, and student representative Grant Waggoner. Karen Quasny and Deb Miner were absent. Director Meg Paulette Perez and Assistant Director Erin Ross represented the Library Staff.

**Approval of Agenda:** Motion made by Janet Kuhn to accept agenda. Seconded by Trinity Young. Motion carried.

**Public Comment:** None

**Routine Business:**

**Correspondence and Calendar:** No correspondence.

- A summary of the Finance Committee meeting on June 25, 2025 was discussed. The committee made minor adjustments to the 2025–2026 Budget and the 2024–2025 Budget Amendments. Further details will be discussed during Committee Reports.
- A policy change concerning employee benefits will be discussed during Committee Reports.
- The 2025–2026 Budget Resolution will be offered during Committee Reports.

**Approval of previous meeting's minutes:** Karen McGuirt made a motion to accept the minutes as presented. Seconded by Janet Kuhn. Motion carried.

**Financial Reports and Approval of Expenditures:** Student Representative Grant Waggoner asked about the expenditure to Foster Swift. Meg explained it was for the review of our Budget Resolution and notice to the public. Meg also addressed a large payment to Sehi Computer Products Inc. That cost was for the project to upgrade our network switches. 80% of the cost will be refunded through E-Rate.

Motion made by Nathanael Lyon to accept report. Seconded by Karen McGuirt. Motion carried.

**Committee Reports:**

**Public Relations & Fundraising:**

- Meg told the board she had decided not to do the Trivia Fundraiser that was being planned for July or August. This was partly due to the downtown construction making it difficult to come to the Library, and also due to staff limitations during the one of the busiest times of the year (Summer Reading). Meg would like to explore the idea of having this fundraiser at a different time of year.
- Meg reported that we will be going ahead with the “100 Envelope Challenge” fundraiser, which (if all envelopes are returned) would raise \$5,050.

**Library Policy:** Erin Ross presented a change to the Personnel Policy so that the Library will pay 80% of health insurance costs and the employee will contribute 20%. The change will be voted on at the July board meeting.

**Personnel:** Annual staff reviews have been completed. Meg reported that many staff have been feeling stressed and at capacity, and suggests spending some time focusing on maintaining the services and programs we offer, rather than adding anything new for the time being.

**Building:** Meg reported there was recently an outage of the Library's air conditioning, but that it was repaired by EJ White. Meg also mentioned there was some questions from Pearson about the door at the top of the west stairwell, and how it needs to function to meet fire code. Meg is working with them, and for the time being the door is being left open for safety.

**Budget & Finance:**

- Erin Ross gave further details about the minor changes to the Budget Amendments and next year's budget.
- Janet Kuhn made a motion to approve the 2024–2025 Budget Amendments. Seconded by Nathanael Lyon. All present voted in favor, motion carried.
- A correction was made to the 2025–2026 Budget Resolution so that the total in the Resolution matched the total on the final 2025–2026 Budget.
- The Resolution to Adopt Budget and Set Millage Rate was offered by Nathanael Lyon and supported by Janet Kuhn. Trinity Young made a motion to adopt the resolution. Seconded by Karen McGuirt. Upon roll call, all members present voted aye. President Molly Thornton declared the motion carried and the Resolution duly adopted on the 26<sup>th</sup> day of June, 2025.

**Technology:** Meg reported the new Library website is under development and will be live sometime in August or September. Meg also reported that the patron computers will be replaced in the next few months. This is a planned upgrade after many years and is necessary to keep software up-to-date and maintain network security.

**Strategic Plan:** The annual survey prepared by the Strategic Plan Committee will be available to the public starting July 1, 2025.

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

**Unfinished Business:**

- Meg reported that informational postcards about the millage were mailed and arrived in-home as scheduled. More detailed information is on the library's website. More social media posts will be published to help inform district voters. Meg also reported some confusion on Facebook about certain aspects of the ballot language. She is working to clear this up.

**New Business:**

- None.

**Questions and Comments from Board Members:** Board members expressed their appreciation for being able to park in the Library's parking lot again. Meg and Molly summarized their

meeting with Buchanan City Manager Tony McGhee on June 19 to discuss parking lot repairs after the completion of construction on the new culvert. Because heavy equipment was operating on the Library's property during this project, Tony confirmed that city crews will seal any cracks in the pavement this fall, and will ask the City Commission to approve seal coating the entire lot in the spring.

**Adjournment:** Meeting adjourned at 7:45 PM

**Next meeting:** July 17, 2025 at 6:30 pm