

**BUCHANAN DISTRICT LIBRARY Regular Board Meeting Held online due to
COVID-19 related restrictions**

June 18, 2020, at 6:30pm

Minutes

Call to Order: President Dave Perez called the meeting to order at 6:34. Also in virtual attendance were Director Meg Paulette and trustees Molly Thornton, Deb Miner, Janet Kuhn, Jeanne Arbanas, Dennis Iler, and Karen McGuirt

Adoption of Agenda: Dennis made a motion to adopt the agenda as presented, Deb seconded, all voted yes.

Recognition of Visitors: none

Community Concerns: none

Routine Business

Correspondence: none

Minutes and Calendar- Janet made a motion to accept the minutes of the May meeting as presented, Jeanne seconded and all present voted yes. The calendar was reviewed.

Financial Reports and Approval of Expenditures: Molly made a motion to approve the financial reports as presented, Dennis seconded all present voted yes.

Committee Reports

Public Relations & Fundraising: plan to meet in July.

Library Policy: no policy changes outside of covid-19 plans^[1]_{SEP} for reopening.

Personnel ▪ Staff Evaluations & Staff Survey, Board Evaluations, Director Evaluation:
Molly made a motion to approve Megs contract with the addition of 2 personal days and a 6 month review to add Pamela's recommendation of a 2% increase in salary.

Building – Pearson Construction is motivated to complete the punch list.

Budget and Finance

- 2020/2021 Budget Resolution - Janet made a motion to open the budget resolution hearing, Karen seconded. The board reviewed the budget and Karen made a motion to accept the 2020-21 budget as presented, Jeanne seconded and all voted yes in a roll call vote.

- Approval of final budget amendments 2019/2020 – Molly made a motion to approve the 2019-20 budget amendments as presented, Deb seconded the motion and all voted yes.
- Board of Trustees request that Laura Hauch be made an authorized signer for the Buchanan District Library’s Chemical Bank, Edgewater Bank, United Federal Credit Union, and Country Heritage Credit Union accounts. Janet made a motion to add Laura as an authorized signer for accounts at Chemical Bank, Edgewater Bank, United Federal Credit Union and Country Heritage Credit Union, Dennis seconded the motion and all voted yes.
- Technology - some equipment will need to be reviewed in the coming months.

Director’s Report - see report

Unfinished Business - 2020 Millage planning

- Mailing sent to 1,100 absentee voters ▪ Social media will be active week of 6/15/20 ▪ Library has been passing out informational bookmarks - unfinished business all covered in directors report.
- New Business: none
- Questions and Comments from Board Members
- Adjournment - Dave Perez adjourned the meeting at 7:28pm.
- Next Meeting: July 16, 2020, at 6:30pm