

**Buchanan District Library
Regular Board Meeting
March 21st, 2019**

Call to Order: President David Perez called the meeting to order at 6:30pm. Board members present were David Perez, Debi Brooks, Molly Thornton, Dennis Iler and Janet Kuhn. Assistant Director Pamela Salo represented the Library Staff.

Adoption of Agenda: Motion made by Janet Kuhn to accept agenda. Seconded by Molly Thornton. Motion carried.

Recognition of Visitors: Jeanne Arbanas attended Board meeting.

Community Concerns: Jorge Bosque Board agreed he is to be banned from the library until he meets with the Board of Trustees. Mathew Kent placed a complaint about the men's restroom being locked and the need for him to ask for the key. The Board agreed due to ongoing problems with vandalism, locking it needs to continue. The Masons approached Pamela asking if the Library would sponsor Books for Bicycles. The Masons will donate up to 10 bicycles and helmets. The Board thought it was a great idea, so Pamela will proceed after working out the details.

Routine Business:

Correspondence: None

Minutes and Calendar: Motion made by Molly Thornton to accept the February minutes as written. Seconded by Debi Brooks. Motion carried.

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: No meeting.

Library Policy: Motion made by Janet Kuhn to accept changes made to the Buchanan Library Policies & updates made to the Personnel Policy. Seconded by Debi Brooks. Motion carried.

Personnel:

Emergency Training Day March 29th. Library will be closed until 1PM. Bobby Blaylock will provide CPR training. Jeanne Arbanas will help with training employees on how to react to an active shooter situation.

Staff Training Day April 25th. Closed until 1PM.

Building: Dennis Iler reported things are progressing well and Pearson Construction is good to work with. Discussion about the canopy over the front entrance and how to improve on its'

appearance then took place. Pamela presented what had been discussed with Pearson. Add 4 inches to depth of fascia, \$2,295. 16 inch executive panel to cover patched spots under the canopy, \$2010. Sanding and repainting existing rails, \$1765. Corbeling west wall next door to be fixed, \$3359. Janet Kuhn made a motion to approve the additional expenses. Seconded by Molly Thornton. Motion carried.

Budget & Finance: Joint meeting of Budget and Finance to be held in April. Date and time to be determined.

Technology: Due to elevator and dedicated fire suppression system needing two additional phone lines Comcast was contacted. Two phone lines and doubling our internet speed will be an additional \$36 a month.

Director's Report: See report.

Unfinished Business:

Letter to patrons: Still working on it.

New Trustee: Karen McGuirt was welcomed as a new Trustee.

Director Search: Two Saturday interviews will be scheduled for April 13th.

Millage: Put aside until a later date.

New Business:

Bank Signatures: Molly Thornton made a motion to assign Janet Kuhn, David Perez, and Debbie VerValin as the new signatures on the Chemical Bank, UFCU, Edgewater Bank, and Countrywide bank accounts. Seconded by Debi Brooks. Motion carried.

Questions and Comments from Board Members:

Adjournment: Meeting adjourned at 8:10PM.

Next meeting: April 18th at 6:30PM