

**Buchanan District Library**  
Regular Board Meeting  
Buchanan District Library Community Room  
Thursday, March 20, 2025 at 6:30pm

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

**Adoption of Agenda:** Motion made by Deb Miner to accept agenda. Seconded by Karen McGuirt. Motion carried.

**Public Comment:** None

**Routine Business:**

**Correspondence and Calendar:**

- Policy changes: Reservable Spaces Policy submitted for approval in February will be discussed during committee reports.
- Staff Training Day took place on Monday, March 10 and included emergency training, Narcon training, and collection inventory.
- Schedule a meeting of the Strategic Plan Committee to discuss the annual survey: date and time for meeting will be set up by email.

**Approval of previous meeting's minutes.** Janet Kuhn made a motion to approve the minutes as written. Seconded by Deb Miner. Motion carried.

**Financial Reports and Approval of Expenditures:** Motion made by Karen McGuirt to accept report. Seconded by Deb Miner. Motion carried.

**Committee Reports:**

**Public Relations & Fundraising:**

- Art FX donor wall update: Meg reported the wall may go up as early as next week.
- Schedule Community Room Opening: Donor grand opening event scheduled for April 24<sup>th</sup> at 7:00 pm. The grand opening for the public scheduled for May 3<sup>rd</sup>, time yet to be determined.

**Library Policy:**

- Approve proposed Reservable Spaces Policy. After some discussion Deb Miner made a motion to accept the Policy guidelines as presented. Seconded by Karen McGuirt. Motion carried.

**Personnel:** Grant Waggoner submitted his resignation as a Library Page. The open Page position and the Summer Intern position are now posted on the website.

**Building:**

- Construction updates: The stairwells have been painted and construction is close to complete.

**Budget & Finance:**

- Approve budget amendments. Erin Ross answered questions about the budget amendments for Board members. Deb Miner made a motion to approve the amendments as written. Seconded by Janet Kuhn. Motion carried.

**Technology:** Meg reported she had met with someone from Johnson Controls about installing additional security cameras in the newly renovated spaces. Meg and Laura are also exploring options for a new website provider.

**Strategic Plan:**

- Schedule meeting: Meg will email the committee to set a date.

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

**Unfinished Business:**

- 2025 Millage Renewal: Meg has sent the millage resolution and ballot language to Anne Seurnyck at Foster Swift to review. The resolution should be approved at the April meeting.

**New Business:** None

**Questions and Comments from Board Members:**

**Adjournment:** Meeting adjourned at 7:28pm.

**Next meeting:** April 17, 2025 at 6:30PM