

Buchanan District Library
Regular May Board Meeting
May 17, 2015 6:30 pm
Community Room

Call to Order: President Mary Lysy called the meeting to order at 6:37pm. Debi Brooks, Molly Thornton, Janet Kuhn, and Krista Parin also present.

Adoption of Agenda: Janet made a motion to adopt the agenda as presented, Molly seconded.

Recognition of Visitors: Dave Perez attended the meeting, as well as soon-to-be Director Barbara Wallace.

Community Concerns: The board briefly discussed the re-occurring issue of teens and kids hanging out in the library parking lot and the alley on the east side of the library.

Routine Business:

Correspondence: Mary shared Thank You cards for the board and staff from previous director Kate Scheid, and the 'Lest We Forget' group.

Minutes: Krista made a motion to accept the April meeting minutes as presented, Debi seconded.

Financial Reports and Approval of Expenditures: Krista, Molly and Barbara requested more detailed explanations on the check register report (Krista suggested an additional by-line) as a way to become more acquainted with expenditures. Janet may reach out to the accounting firm regarding the matter. Molly made a motion to approve the financial reports as presented, Krista seconded.

Old Business:

Review Calendar: The calendar for June and July was reviewed.

FOIA Policy: The board will review the FOIA policy in order make an official vote at the June meeting. Prior to her departure Kate supplied everyone with the updated policies for review, Mary also emailed all members a webinar for libraries reviewing the policy.

Dissolution of Galien School District: There will be no changes for the library at this time.

New Business:

New Director Workshop: The trustees agreed to send Barbara to a New Directors Workshop held in Lansing in September.

Annual Audit: Janet made a motion to engage Gerbel & Company, P.C., Certified Public Accountants to make the annual audit? All members present voted yes.

New Board Member: Janet motioned to invite Dave to join as a trustee pending the approval by the school board, Mary seconded the motion, all members present voted yes.

Approve 2015-2016 budget amendments: Krista made a motion to accept the budget amendments, Mary seconded. All members present voted yes.

Set board meeting schedule: The board agreed to hold upcoming regular meetings on June 18, July 16, August 20, September 23, October 15, November 19, December 17. All meetings will begin at 6:30 pm.

Board Self Evaluations: Trustees will complete self-evaluations and submit to Mary before the next regular June meeting.

Committee Reports:

Public Relations: See report. Upcoming events include Rock-n-Read and Ghostwalk. A new ad at Wonderland Cinema will be airing in June.

Library Policy: None

Personnel: The trustee's welcome Barbara Wallace, her first day is Tuesday May 26th.

Building: None

Budget and Finance: The committee will meet June 11th at 4pm to discuss a potential reorganization of staff costs (hours, healthcare etc). The library is adding Barbara to all bank accounts (United Federal Credit Union, Chemical Bank, Country Heritage Credit Union and Edgewater Bank) and removing Kate. More specifically for United Federal Credit Union, Kate's credit card account will be closed and a new one for Barbara will be opened.

Technology: The self-checkout kiosk is now available for patrons.

Fundraising: None

Directors Report: No report between Directors.

Questions and Comments: Janet commented on the upcoming millage campaign and invited Krista and Barbara to become involved. Mary presented the penal fines estimated income sheet. Molly inquired if the library staff was on task during the change-over of Directors.

Adjournment: Mary adjourned the meeting at 7:51 pm.

Next Meeting: June 18, 2015 6:30 pm.