

BUCHANAN DISTRICT LIBRARY

Regular Board Meeting
Buchanan District Library Community Room
Friday, May 24, 2024 at 5:00 pm

Call to Order: President Molly Thornton called the meeting to order at 5:05pm. Board members present were Molly Thornton, Janet Kuhn, Karen Quasny, and Deb Miner. Nathanael Lyon, Karen McGuirt, Trinity Young and student representative Grant Waggoner were absent. Director Meg Paulette represented the Library Staff.

Adoption of Agenda: Motion made by Deb Miner to accept agenda. Seconded by Janet Kuhn. Motion carried.

Public Comment: None

Routine Business:

Correspondence and Calendar:

No Correspondence

Meg sent the Trustee Self-Evaluation form to the Board

Staff evaluations: All staff have turned in their evaluations. After Meg reviews them, she will meet with each staff member individually.

Director review: Meg will share her evaluation with the Board, along with anonymous comments from the staff.

Approval of previous meeting's minutes: Janet Kuhn made a motion to approve the minutes. Seconded by Karen Quasny. Motion carried.

Financial Reports and Approval of Expenditures: Karen Quasny made a motion to accept reports as presented. Seconded by Deb Miner. Motion carried.

Committee Reports:

Public Relations & Fundraising:

Meg reported the library received a \$2500 donation to the building fund this month.

Library Policy:

Consider purchasing more policies from Foster Swift: Meg will check to see if there are more policies to be purchased that would suit the library.

Personnel: Personnel Committee will meet once Meg reviews evaluations.

Building: Waiting on June update from the architect

Budget & Finance:

Report from May 2 meeting, first draft of 2024-2025 budget: Meg reported property tax estimates to be accurate, no changes in state aid or penal fines, and donations should be normal. Expenses have increased. Insurance increased, and Hoopla is costing more than originally anticipated. There may also be additional expense for attended conferences. Also, supplies and utilities have increased. Meg anticipated building maintenance to remain the same.

Technology: No meeting

E-Rate: This is program through the Federal Government that will refund 80% of what the library spends on internet services, as well as discounts on purchases of hardware and labor related to internet services. The program does require CIPA filtering of patron computers. The Board had a discussion of CIPA requirements, which the library is already following. A notice was given to the public that this discussion would take place at this meeting. The board decided to pursue E-Rate further.

Strategic Plan:

Annual Survey: Meg mentioned it is available online until July 1. Responses have been lower than in the past so far.

Director's Report: See report.

Unfinished Business: None

New Business: Meg, Erin, and Wendy (Chapman), met with John Murphy, whose late wife Wendy Murphy was the founder of the Little Bucks Book Mobile. John is working to see the Bookmobile program continue. After the meeting, Meg spoke with Ottawa Elementary principal, Stacey Denison. Stacey agreed to help coordinate the donation of the bookmobile vehicle to the library. This will mean the Little Bucks Bookmobile nonprofit organization will dissolve, and gift their assets to the library. The board agreed this is worth pursuing further. Meg will continue working with both John Murphy and Stacey Denison to facilitate this transition.

Questions and Comments from Board Members: Molly said she was pleased about the signs for The Farmers Market. She was happy to see some open parking for library patrons as a result of the signage. She also mentioned how much she enjoyed the podcast talking about the movie Heavy Weights.

Adjournment: Meeting adjourned at 6:20pm

Next meeting: Thursday, June 20, 2024 at 6:30pm