

**BUCHANAN DISTRICT LIBRARY**  
Regular Board Meeting  
Buchanan District Library Community Room  
Thursday, May 15, 2025 at 6:30pm

**Call to Order:** President Molly Thornton called the meeting to order at 6:33pm. Board members present were Molly Thornton, Janet Kuhn, Karen Quasny, Karen McGuirt, Nathanael Lyon, Trinity Young and student representative Grant Waggoner. Deb Miner was absent. Director Meg Paulette-Perez represented the Library Staff.

**Adoption of Agenda:** Motion made by Janet Kuhn to accept agenda. Seconded by Karen Quasny. Motion carried.

**Public Comment:** None

**Routine Business:**

**Correspondence and Calendar:**

- No Correspondence
- Board member self-evaluations to be sent out to all board members
- Staff have received their evaluation forms and need to complete them by the end of May
- Meg will complete her annual Director evaluation and send it to the Board

**Approval of previous meeting's minutes:** Nathanael Lyon made a motion to approve the minutes. Seconded by Karen McGuirt. Motion carried. A special meeting was held on May 8th. Karen Quasny made a motion to approve the minutes from that meeting. Seconded by Nathanael Lyon. Motion carried.

**Financial Reports and Approval of Expenditures:** Karen McGuirt made a motion to accept reports as presented. Seconded by Trinity Young. Motion carried.

**Committee Reports:**

**Public Relations & Fundraising:**

- Review Every Door Direct postcard: Postcards need to be in the homes of Buchanan residents by June 16<sup>th</sup> to prepare for the millage renewal to be on the ballot on August 5<sup>th</sup>. Nathanael made a few suggestions for improvements that Meg will make before sending to the printer.

**Library Policy:**

- Nothing new

**Personnel:**

- Meeting scheduled for June 4<sup>th</sup> at 2:00

**Building:** Nothing

**Budget & Finance:**

- Report from May 8 special meeting. Janet Kuhn read report to Board members. The purpose of the May 8 meeting was to discuss the cost of having the millage renewal on the ballot in August. Since it is the only proposal on the ballot, the Library would be responsible for the entire cost of the election, estimated at \$25,000. Another option would be to postpone the millage proposal until the

November election, which will most likely have a second proposal on the ballot and would therefore cost the library half as much. At the special meeting the board decided to continue with the original plan to hold the election in August.

- Review preliminary 2025-2026 Budget and final 2024-2025 Budget  
Amendments: the committee made some adjustments and will continue to work to refine the budget before it is approved at the June meeting.

**Technology:**

- Technology plans for 2025-2026: The library will be updating all patron computers as well as the management system that runs the public computers. These upgrades are necessary due to aging technology and changes in software requirements. They will also come with increased functionality for staff and patrons. The Library is also in the process of working with a company called Streamline to design and host a new website.

**Strategic Plan:**

- Review 2025 Survey: Board to review survey and discuss any changes at the June board meeting. The survey will be available to patrons in July.

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

**Unfinished Business:**

- Millage Resolution and Ballot language has been turned in and accepted.

**New Business:** None

**Questions and Comments from Board Members:** None

**Adjournment:** Meeting adjourned at 7:21pm

**Next meeting:** Thursday, June 26, 2025 at 6:30pm (Fourth Thursday)