

Buchanan District Library
Regular Board Meeting
Held online due to COVID 19 related restrictions
November 19, 2020

Call to Order: President Dave Perez called the meeting to order at 6:30 pm. Board members present were Janet Kuhn, Molly Thornton, Dennis Iler, Karen McGuirt, Jeanne Arbanas, and Deb Miner. Director Meg Paulette represented the Library Staff.

Adoption of Agenda: Motion made by Molly Thornton to accept agenda, seconded by Karen McGuirt. Motion carried.

Recognition of Visitors: Brian Wisneski of Hungerford Nichols. Brian gave a brief report on the findings of the audit done in August. He reported the library is in good financial standing, and no red flags came up that needed attention.

Community Concerns: None

Routine Business:

- **Correspondence:** None

- **Minutes and Calendar:** Motion made by Janet Kuhn to approve the October minutes as written. Seconded Dennis Iler. Motion carried.

- **Financial Report:** Motion made by Jeanne Arbanas to accept report. Seconded by Molly Thornton. Motion carried.

Committee Reports:

- **Public Relations/Fundraising:**
 - **Update on Calendar Fundraiser, Annual Appeal, and NSSN.** Meg reported sponsorship raised \$3000. Calendar sales so far is \$1,840 for a total of \$4,840. After deducting printing and shipping costs of \$1473.73 the current profit is \$3366.27. The Not-So-Silent Night auction has received 40 donated items. Auction will go live on December 5th. Donations from the annual appeal letter have started coming in. Amounts to be discussed at next meeting.
- **Library Policy:** Nothing new.
- **Personnel:**
 - **MERS Addendum:** Janet Kuhn made a motion to accept the MERS addendum as prepared by Library Director Meg Paulette. Seconded by Molly Thornton. Motion carried.
- **Building:**
 - **Report on ramp at elevator entrance from M/E Design Services.** Meg received a report from Tom Cook from M/E Design Services stating that the system is not working properly. A Building Committee meeting needs to be scheduled to discuss how to proceed in handling this situation.
- **Budget & Finance:**

- **Report from Hungerford Nichols:** Report was given by Brian Wisenski during the recognition of visitors portion of minutes.
- **Technology:** No meeting. New copier coming first week in December.

Director's Report: See report.

Unfinished Business:

- **Strategic planning in 2021:** The board intends to move forward with plans developed last year for strategic planning that were put on hold because of the COVID-19 pandemic. The Strategic Planning Steering Committee will reform after the holidays to discuss specific timing.

New Business: None

Questions and comments from Board Members: Molly said she downloaded the Libby App for e-books and thinks it is amazing. Meg asked if Molly would write a testimonial to be shared on library social media.

Adjournment: Meeting adjourned at 7:34 pm.

Next meeting: Next meeting December 17th, 2020