

**Buchanan District Library
Regular Board Meeting
Buchanan District Library Community Room
November 16, 2023 at 6:30**

Call to Order: President Molly Thornton called the meeting to order at 6:31 PM. Board members present were Molly Thornton, Jeanne Arbanas, Janet Kuhn, Deb Miner, Karen Quasny, Nathanael Lyon, and Grant Waggoner. Karen McGuirt was absent. Director Meg Paulette Perez represented the Library Staff.

Approval of Agenda: Motion made by Karen Quasny to accept agenda. Seconded by Deb Miner. Motion carried.

Public Comment: None

Routine Business:

Correspondence and Calendar:

- No correspondence
- Calendar items
 - Staff appreciation. Board all agreed they would like to do something to show their appreciation for all that staff does. The date to be determined.
 - Building Committee meeting to be scheduled after first of the year.
 - Building Insurance renewal is listed on the calendar but is not due until March. Meg will make the change to the calendar.
 - The annual boiler inspection was done. It was recommended by EJ White that we purchase replacement parts for the boilers now so they will be on hand if needed suddenly (the current parts are looking close to needing replacement). The plan is to purchase these parts now as recommended.

Approval of previous meeting's minutes: Motion made by Janet Kuhn to accept October minutes as written. Seconded by Jeanne Arbanas. Motion carried.

Financial Reports and Approval of Expenditures: Motion made by Nathanael Lyon to accept report as presented. Seconded by Jeanne Arbanas. Motion carried.

Committee Reports:

Public Relations & Fundraising:

- A NSSN Committee meeting was held on November 8. The menu and other details for the night were finalized. To date, there are eight sponsors and donations are starting to come in for the silent auction. Most board members have already made a donation to the silent auction, but Meg let them know that if they would like suggestions for donations to talk to Wendy.

Library Policy:

- The personnel policy will be sent to the Policy and Personnel Committees for review.

Personnel:

- Meg and Erin have discussed adding a part time marketing position. Meg stated that she has someone in mind who she feels would be a good fit for the position.

Building:

- Quarterly HVAC maintenance has been completed, and everything is in good condition. Parts are being ordered as a precaution, but nothing should need replacing until next year.

Budget & Finance:

- Meg and Erin feel the library needs to write a more comprehensive financial policy. Janet Kuhn thinks there are some items in the preliminary audit report that need to be addressed. Janet will reach out to Josh Gabrielse of Siegfried Crandall to discuss these items.

Technology: Nothing new

Strategic Plan:

- At the November meeting the committee discussed take-aways from the Michigan Library Association Conference that Meg, Erin and Laura attended in October.

Director's Report: See report

Unfinished Business: None

New Business: None

Questions and Comments from Board Members: Molly is looking for people to volunteer at Fernwood with her on 12/22.

Adjournment: Meeting adjourned at 7:23 PM

Next meeting: December 21, 2023 at 6:30 PM