

**Buchanan District Library
Regular Board Meeting
Buchanan District Library Community Room
October 20, 2022**

Call to Order: President Molly Thornton called the meeting to order at 6:35 PM. Board members present were Molly Thornton, Janet Kuhn, Deb Miner, Karen McGuirt, Karen Quasny, and Nathanael Lyon. Jeanne Arbanas was absent. Director Meg Paulette represented the Library Staff.

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

Recognition of Visitors: None present

Community Concerns: None

Routine Business:

- Correspondence: None
- Minutes and Calendar: Janet Kuhn made a motion to accept the September minutes as presented. Seconded by Karen Quasny. Motion carried.
 - Approve holiday closing schedule: Karen Quasny made a motion to approve the holiday schedule as presented. Seconded by Deb Miner. Motion carried.
- Financial Reports and Approval of Expenditures: Nathanael Lyon made a motion to accept the reports and expenditures as presented. Seconded by Karen McGuirt. Motion carried.

Committee Reports:

- Public Relations and Fundraising:

Meg presented the final draft of the Annual Appeal letter. It was well received and no changes were suggested. The Board gave their approval to include the Campaign brochure in with the Appeal letter. One small change to the wording in the brochure was all that was made.
- Updates for Not-So-Silent Night: Wendy Chapman will be in charge of the silent auction for the Not-So-Silent Night. The Fundraising Committee will meet again on Wednesday, November 2 to discuss more details for the event.
- Complete resolution for Liquor License application: Janet Kuhn made a motion to approve the liquor license application for Not-So-Silent Night. Approval was done by a roll call vote. Motion carried.
- Library Policy: Meg presented the Board with the proposed changes to library circulation policy, focusing on LOT policy. The Board will review the changes and vote on them at the November meeting.
- Personnel:

Ashley Phillips, library page, left her position on October 19th without advance notice stating she had found employment elsewhere.

- **Building:**
A Building Committee meeting was scheduled for November 2nd to follow the PR meeting already on the schedule for that day.
- **Budget and Finance:**
 - The Board of Trustees requests the opening of a new credit card with Honor Credit Union, with the same authorized signers as the Honor checking account, which includes Janet Kuhn, Molly Thornton, Meg Paulette, & Laura Hauch. Cards to be issued to Meg Paulette and Laura Hauch: Motion was made by Karen Quasny and seconded by Karen McGuirt. Motion carried.
- **Technology:** No meeting.

Director's Report: See report.

Unfinished Business:

- **Strategic Plan:** T-shirts are in production with the new mission statement on the front.

New Business: None

Questions and comments from Board Members: Karen Quasny asked where we are on the additional signage previously discussed for the library. Meg told her we have new signage for the local history room, which is located on the northern most pillar by the front desk. Other signage will be coming soon

Adjournment: Meeting adjourned at 7:33PM

Next meeting: November 17, 2022, at 6:30 PM