

**Buchanan District Library  
Regular Board Meeting  
Buchanan District Library Community Room  
October 26, 2023 at 6:30**

**Call to Order:** President Molly Thornton called the meeting to order at 6:39 PM. Board members present were Molly Thornton, Jeanne Arbanas, Janet Kuhn, Karen McGuirt, Deb Miner and Karen Quasny. Nathanael Lyon was absent. Director Meg Paulette Perez represented the Library Staff.

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

**Public Comment:** None

**Routine Business:**

**Correspondence and Calendar:**

- No correspondence
- Calendar items
  - Annual report brochure to be sent out with the annual appeal letter compared this year to last and showed an increase in all areas of library use.
  - Meg showed the Board several versions of the Appeal letter to be sent out. The Board agreed they liked the the multi-generational photo.
  - Meg reported that after attending the MLA Conferences along with Erin and Laura they came away with lots of ideas and a renewed enthusiasm. Karen Quasny suggested having a Strategic Planning meeting to talk about what was learned at the conference.

**Approval of previous meeting's minutes:** Motion made by Janet Kuhn to accept September minutes as written. Seconded by Deb Miner. Motion carried.

**Financial Reports and Approval of Expenditures:** Motion made by Jeannes Arbanas to accept report with clarification on the \$6700 employee advances to be given at November's meeting. Seconded by Karen Quasny. Motion carried.

**Committee Reports:**

**Public Relations & Fundraising:**

- A NSSN Committee meeting was set for November 8<sup>th</sup> at 5:30
- The Resolution to authorize application for a special license was read by Karen Quasny, signed by Molly Thornton and Jeanne Arbanas, and notarized by Thelma Keltz.

**Library Policy:**

- Meeting to be scheduled for January.

**Personnel:**

- Meeting to be scheduled for January.

**Building:**

- Nothing new.

**Budget & Finance:**

- Field work for the annual audit was completed by Siegfried Crandall on Monday, October 23. Meg let the Board know that the timeline for the results of the Michigan Community Centers Grant has been extended to December.

**Technology:**

- Privacy screens have been added to two of the staff computers and two patron computers.

**Strategic Plan:**

- Meeting scheduled for November 15<sup>th</sup> at 10:00 am.

**Director's Report:** See report

**Unfinished Business:** None

**New Business:** None

**Questions and Comments from Board Members:**

**Adjournment:** Meeting adjourned at 7:39 PM

**Next meeting:** November 16, 2023 at 6:30 PM