

**Buchanan District Library
Regular Board Meeting
Buchanan District Library Community Room
October 14, 2024 at 4:00pm**

Call to Order: President Molly Thornton called the meeting to order at 4:10 PM. Board members present were Molly Thornton, Janet Kuhn, Deb Miner, Trinity Young, Karen Quasny and student representative Grant Waggoner. Karen McGuirt and Nathanael Lyon were absent. Director Meg Paulette represented the Library Staff.

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

Public Comment: None

Routine Business:

Correspondence and Calendar:

- Rob Swem and Arunas Rumsfeld of Pearson Construction attended to give an update on scheduling and discuss finish options.
 - Construction will begin on October 22nd
 - Rob discussed the need to completely replace the handrails in both stairwells in order to bring them up to code.
 - Arunas discussed the new renderings and finish options and received valuable feedback from board members. A more complete proposal will not be put together for approval by the building committee and full board.
- Meg & Wendy are attending the Michigan Library Association conference from 10/15 to 10/18.
- Meg is working on the State Aid Report, which opened on October 1 and is due by February 1.

Approval of previous meeting's minutes: Motion made by Janet Kuhn to approve August minutes as written. Seconded by Trinity Young.. Motion carried.

Financial Reports and approval of expenditures: Motion made by Karen Quasny to approve reports. Seconded by Deb Minor. Motion carried.

Committee Reports:

Public Relations & Fundraising:

- Meg is continuing to look for a company to design and install a donor wall in the new space. Art FX of Bridgman is the current front runner, and Meg will meet with them after returning from the MLA conference to discuss the project more.
- The 2025 Calendar is in production, and will be sent to print before 11/1. We now have eight sponsors.
- Update on Not-so-Silent Night

- Donations are coming in for the silent auction, though Wendy is a bit concerned at the pace of donations and requests help from the board.
- Public Relations meeting set for Wednesday, November 6 at 5pm

Library Policy: Meg and Trinity will meet with Trish Robinson, Superintendent of Buchanan Community Schools, the week of October 21 to discuss the policy for allowing high school students to check out items from the library with their student ID cards. Student representative Grant Waggoner would also like to attend the meeting.

Personnel: No updates.

Building: Construction will begin October 22.

Budget & Finance: No meeting. The audit is complete, and Meg will invite the auditor to speak at the next board meeting.

Technology: Meg gave an update on our work with Elite Fund to start taking advantage of E-rate pricing and rebates.

Strategic Plan: No meeting.

Director's Report: See report

Unfinished Business:

- The vehicle title was transferred to the library on October 11.
- Work on the Board Matrix continues to evolve.

New Business:

- None.

Questions and Comments from Board Members:

Adjournment: Meeting adjourned at 6:05pm

Next meeting: November 21, 2024 at 6:30pm