

**Buchanan District Library  
Regular Board Meeting  
September 19, 2019**

**Call to Order:** President David Perez called the meeting to order at 6:27 PM. Board members present were David Perez, Janet Kuhn, Deb Miner, Molly Thornton and Dennis Iler. Absent were Jeanne Arbanas and Karen McGuirt. Director Meg Paulette represented the Library Staff.

**Adoption of Agenda:** Motion made by Janet Kuhn to accept agenda after the deletion of the visitor. Seconded by Molly Thornton. Motion carried.

**Recognition of Visitors:** None

**Community Concerns:** None

**Routine Business:**

**Correspondence:** None

**Minutes and Calendar:** Motion made by Janet Kuhn to accept the August minutes as written. Seconded by Molly Thornton. Motion carried.

**Financial Reports and Approval of Expenditures:** Motion made by Molly Thornton to accept report. Seconded by Deb Miner. Motion carried.

**Committee Reports:**

**Public Relations & Fundraising:**

- Barbeque Fundraiser report. Fundraiser was a success, making nearly double the amount of last year's barbeque fundraiser.
- Not-So-Silent Night. Invitations ready to be sent, currently seeking sponsorships.
- Letter to patrons (Annual Appeal) Meg presented the design for the appeal letter and response form for approval.

**Library Policy:**

- Approval of new circulation policy. Molly Thornton made a motion to accept the new policy as submitted. Dennis Iler seconded. Motion carried.

**Personnel:** No meeting

**Building:** No meeting

**Budget & Finance:** No meeting.

**Technology:**

- Technology update 2019: Report provided by Pamela, presented by Meg. Many important parts of our technology, such as patron computers, copiers, the vending unit, and CASSIE system are aging and will need to be replaced in the not too distant future. The board suggested forming a committee to create a 3-year plan for updates to technology.

**Director's Report:** See report

**Unfinished Business:**

- Strategic Planning: Rob Habicht from Gateway is willing to help with the strategic planning process. \$5,000 is available for this purpose. The tentative plan is to start strategic planning after the first of the year.

**New Business:**

- White Saturday:
  - Extended hours to 5:30? Janet Kuhn made a motion to extend the library hours to 5:30. Seconded by Dennis Iler. Motion carried.
  - 2020 Millage planning: Meg will invite Shirley Bruursema to speak to the board about creating a successful millage campaign.

**Questions and Comments from Board Members:** The Board felt Meg was doing well as the new Library Director.

**Adjournment:** Meeting adjourned at 7:27 PM

**Next meeting:** October 17, 2017 at 6:30 PM