

## Buchanan District Library Regular Board Meeting Minutes

Thursday, July 21, 2016

Call to Order: President Mary Lysy called the meeting to order at 6:33pm. Janet Kuhn, Dave Perez, Dare Soley and Dennis Iler attended; Molly Thornton and Debi Brooks were absent. Director Barbara Wallace represented the Library Staff.

Adoption of Agenda: Lysy moved to adopt the agenda as presented. Kuhn seconded, and all voted in favor.

Recognition of Visitors: Tom Hoyt has started a Science Fiction book club. He would like to reach out to people in the community who don't know about the group, possibly by way of the library website. Barbara agreed as long as he can provide book selections and information far enough in advance for the staff to publicize it. Tom said that the group could meet in the library, possibly at the end of the month.

Community Concerns: None.

### Routine Business:

- Correspondence: None
- Minutes: Janet approved the June regular board meeting minutes, and Dave seconded. All voted on favor.
- Financial Reports and Approval of Expenditures: DVD circulation has grown since Barbara made some new purchases which have proven to be very popular. Dave approved the financial reports and expenditures, Dare seconded; the motion was carried.

### Committee Reports:

- Public Relations/Fundraising: Barbara shared details about the Nelson's BBQ Fundraiser planned for August 27<sup>th</sup>. Plans are also being made for a cocktail party possibly on December 3rd. Dare suggested asking groups such as the book club to donate baskets for the silent auction. A donor letter will also be sent out as soon as specific numbers are available, perhaps in mid-August. Barbara would also like to include a list of naming opportunities in

the mailing. Dare also suggested a Giving Tuesday event for the Library, which typically follows cyber Monday at the end of November. Dave suggested a post-ghost walk Halloween Party in the Library parking lot, maybe in conjunction with the Fine Arts Council.

- Library Policy: None
- Personnel: None
- Building: The railing painting project was completed to great satisfaction, led by Molly Thornton with the help of Dominic Manley, James Ward, Craig Sumerix, Floyd Buda, Barbara Wallace and Edward Gordon.
- Budget and Finance: None
- Technology: Barbara bought a Square Reader for the Library to use for fundraisers to allow credit card sales. The staff is thinking of buying a better Ipad to work with the GoPro camera. They are also working on getting more girls involved in the Little Bits program.

Director's Report- See attached.

Unfinished Business-Image Audit. Barbara compiled the results of the image audit forms that were returned by four of the seven board members. She is looking into having the exterior power washed to rid it of mold.

#### New Business:

- Review of current financials, fundraising dollars and phase two construction costs: Barbara said that contents of the debt retirement fund, the building fund and the Schirmer donation money all add up to a total of \$301,744,24. The original costs of phase two amounted to \$301,005.00 to which we may need to add a 10% to 20% increase, as well as more for the canopy we would like to add over the newly opened front door. She and Mary visited the Michigan Gateway Community Foundation on July 18<sup>th</sup> and were encouraged to write a letter asking for matching funds.
- Appointment of executive board members: Tabled until August meeting.
- Recording Secretary: The board discussed and approved the position for a paid staff member to act as recording secretary during monthly

meetings starting in August. Janet made the motion to approve and Dave seconded: the motion was carried.

Questions and Comments from the Board: The board discussed the proposal for a bookmobile by City Commissioner Brenda Hess, and Barbara proposed asking her if she would like to collaborate with the Library.

Adjournment: The meeting was adjourned by 7:54pm. The next meeting will be held on August 18<sup>th</sup> at 6:30pm.

Respectfully submitted,

Mary Lysy, acting secretary