Buchanan District Library
Regular Board Meeting
Buchanan District Library Study Room
Thursday, October 15, 2026

Call to Order: President Molly Thornton called the meeting to order at 6:31 pm.
Board members present were Molly Thornton, Janet Kuhn, Deb Miner, Karen McGuirt, and Karen Quasny. Trinity Young and Nathanael Lyon were absent. Director Meg Paulette Perez and Assistant Director Erin Ross represented the Library Staff.

Approval of Agenda: Motion made by Deb Miner to accept the agenda, seconded by Karen Quasny. Motion carried.

Public Comment: None.

Routine Business:

Correspondence and Calendar:

- Notary Alice Kring joined the meeting to notarize the library's application for a Special Liquor License for the 2026 Not-so-Silent Night at the library, to be held on Saturday, December 12 from 6 to 9 pm. Janet Kuhn made a motion to offer the resolution, supported by Karen McGuirt. All trustees present voted to recommend the application for issuance. Karen Quasny and Molly Thornton signed the application, which was then notarized by Alice Kring. Next, Meg will take the application to the Buchanan Police Department for approval before submitting it to the Michigan Department of Licensing and Regulatory Affairs.
- Library staff (Meg, Erin, Laura Hauch, and Karen Gonzalez) will attend the Michigan Library Association conference in Novi, Michigan, leaving on October 27 and returning on October 30. Costumes optional.
- Meg reported that the State Aid Report is now open for submissions; work has yet to be started. The report is due by February 1, 2027.

Approval of previous meeting's minutes: Janet Kuhn made a motion to accept the minutes as presented, seconded by Deb Miner. The motion carried.

Financial Reports and Approval of Expenditures: Trustees asked for clarification in a few areas, such as "Miscellaneous Income," which showed an increase of $3,600. Meg explained that this was received from the Pokagon Band for the purchase of the Justin Johnson artwork that was recently taken down from the Art on Days display. Trustees also asked about the expenditures to Playaway in Technology Hardware & Labor, and Erin explained that two tablets were purchased for the children's area using grant funds from the Southwest Michigan Library Cooperative. Some discussion was also held about scheduling a meeting with our Auditor to review the results of the 2026 audit.

Committee Reports:

Public Relations & Fundraising:

- Meg reported that we have sold 125 copies of the *Remembering Buchanan Calendar* since sales began on August 22. The goal is to sell all 350 that were ordered. Meg and volunteer Bruce Larson have recently sold calendars at the Buchanan High School homecoming game and the Harvest Festival and will be at the "Shop 'til You Drop" event on November 8, as well as the library's Holiday Market on November 28. Meg will also reach out to the Buchanan Area Senior Center in hopes of having some on-site for purchase by patrons. The profit margins are excellent because the sponsorships cover the cost of calendar production.
- Meg gave an update on planning for the library's annual holiday fundraiser, A Not-so-Silent Night at the Library. Meg stressed that donations for the Silent Auction are needed as soon as possible. She also reported that the musicians have been booked and discussions are underway with the caterer. So far, six tickets have been sold, and we have received $1,000 in sponsorship. Janet Kuhn asked for ideas for the "mystery gift," which she will donate again this year. Meg also asked for feedback about a good time to appear on the television program "Hometown Living" to promote this event. Board members felt that the week of November 16 would work well.
    - Meg requested that the library close at 2 pm on Saturday, December 12, to give staff more time to prepare for the event. All trustees in attendance approved this closure.
- Meg shared a draft of the Annual Appeal with trustees, and asked for their feedback before it is sent out in early November.

Library Policy:

- No meeting.

Personnel:

- Meg reported that Circulation Coordinator Karen Gonzalez has hired two high school students, Beatrice Bartus and Ellis Rodriguez, for the two available Library Page positions. Erin and Meg agree they are both doing quite well in their first few weeks working at the library. Board trustees were happy to hear of the enthusiasm of the new pages.

Building:

- Meg shared an update on the project to replace missing ceiling tiles throughout the building. Justin Lakin will do the work in phases to spread out the cost. All agreed that work should begin in the library's basement.
- Meg shared a quote from Buchanan Diesel for repairs to the Bookmobile. Trustees agreed to approve the cost but asked Meg to first clarify a section of the quote indicating that some costs are not yet included because certain items will have to be fabricated, and those costs can't be determined until the parts are removed during the work.

Budget & Finance:

- Janet Kuhn asked whether Meg and Erin were aware that the cap on how much public institutions can spend on employees' health care costs may be increasing. Meg and Erin said they would investigate further. Employee health plans renew at the beginning of each fiscal year (July 1), so there is time to discuss making changes.

Strategic Plan:

- The committee set a meeting for Wednesday, November 4, from 2 to 4 pm at the library.

Director's Report: See report.

Unfinished Business: None.

New Business: Karen McGuirt asked whether Meg had reached out to Lisa Gregory yet about offering a Travel Club program at the library. Meg said she had not, and Erin offered to help with this.

Questions and Comments from Board Members: Janet Kuhn noted that the quality of adult programs has been good lately.

Adjournment: Meeting adjourned at 7:36 pm

Next meeting: Thursday, November 19, 2026 at 6:30 pm