

**Buchanan District Library**  
**Regular Board Meeting**  
**Buchanan District Library Study Room**  
**Thursday, April 16, 2026**

**Call to Order:** President Molly Thornton called the meeting to order at 6:36 pm. Board members present were Molly Thornton, Janet Kuhn, Nathanael Lyon, Karen Quasny, and Deb Miner. Karen McGuirt and Trinity Young 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 and seconded by Janet Kuhn. Motion carried.

**Public Comment:** Erin Ross presented a letter addressed to the library Board of Trustees to request use of the Community Room after the library is closed when their meetings at the library run late. Some discussion followed to better understand the request, and to ensure the library treats all requesters fairly. It was decided that the College Club should make a specific request for each date and time they need the room and bring it to the board for approval in accordance with library policy. The board agreed that every effort would be made to accommodate reasonable requests.

**Routine Business:**

**Correspondence and Calendar:**

- National Library week is next week, April 19–25. The library will do additional social media posts to promote the library, pass out free bookmarks from the winners of the Bookmark Contest, and the Spring Appeal will be sent out via email.
- Volunteer recognition: Karen Quasny offered to write a letter of appreciate from the board. Certificates will be given to volunteers, and Janet Kuhn offered to purchase small gift cards to thank our volunteers.
- The survey to rate our current library is currently available and has 75 responses. Two more surveys are planned in the next two months as part of our strategic planning process.
- A meeting of the Finance Committee will be scheduled during committee reports.
- Meg shared her plan to help staff create professional development plans this year rather than using the evaluation tool that has been used the past three years. Meg also plans to create a professional development plan to share with the trustees for feedback. Nathanael Lyon asked if Meg felt confident in what the expectations of the board are for the director, and some discussion followed as to how to best evaluate the director. All agreed that Meg would submit her professional development plan for review and then it would be discussed at a board meeting. Trustee self-evaluation was also briefly mentioned, and it was decided more discussion was needed.

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

**Financial Reports and Approval of Expenditures:** Janet Kuhn asked if we have received all of our property tax revenue from Buchanan Township and the City of Buchanan. Erin and Meg said that the Township has sent what we expected, but we have still only received one check from the City of Buchanan (back on January 30). Meg has emailed City Treasurer Deb Perez to ask if there is a problem.

Janet Kuhn asked if we are still planning to get two new tires for the bookmobile and Meg said yes, but also told the trustees that currently the bookmobile will not start and may need other repairs.

Motion made by Karen Quasny to accept the report. Seconded by Nathanael Lyon. Motion carried.

## **Committee Reports:**

### **Public Relations & Fundraising:**

- The Spring Appeal will be sent out next week, during National Library Week (April 19–25). This is a new fundraiser for the library, so we are not sure what kind of response to expect.

### **Library Policy:**

- No meeting.

### **Personnel:**

- Meg and Erin have schedule the Michigan State Police to do Active Shooter training with library staff on Monday, June 1, 2026.

### **Building:**

- Janet Kuhn asked if the basement is flooding and Meg and Erin told her not any more than usual. During heavy rain there is usually some water in the basement, mostly at the bottom of the ramp. Cleaning the grate at the bottom of the ramp will help, and there is a plan to do this soon.
- Meg mentioned that we will need to seal the parking lot this summer. Nathanael suggested Shembarger Asphalt for the work.
- Erin mentioned that due to plowing there is tar that got scrapped up from the parking lot and is now in the tree lawn near Pear's Mill. Meg suggested we have the teens help rake it up during Teen Scene next week.
- Meg reminded Erin that we still need to get a sign and a chain for the ramp.

### **Budget & Finance:**

- A Budget & Finance Committee meeting was set for April 29 at 4pm.

**Technology:** Meg reported that Laura is working to transition us to the new printing system. Janet offered the library a new printer that she has but doesn't need, but it was decided that the library does not need it at this time.

**Strategic Plan:** There was discussion about the Town Hall Meeting that took place on Monday, April 13. All agreed the event was a success.

- Nathanael Lyon was not able to attend the meeting, but shared his thoughts after reviewing the notes from each focus group. He noticed that many people shared sentiments that “the library is for everyone,” indicating that there is a good understanding of our mission in the community. He also remarked that some described the library as an “anchor” in our downtown.
- Molly shared that the event had a “wow” factor, and that she has heard from several people (who were not in attendance) how great it was.
- Karen Quasny shared a letter from Michael Rowland to his board at the Michigan Gateway Community Foundation that spoke highly of the library and our plans for the future, and indicated that we would need support from the community (both financial in through volunteerism).
- Meg reminded trustees that if there are people that missed the meeting they can still meet one-on-one with Meg to share their thoughts, and that there are plans being made to do focus groups with City Commissioners, the Senior Center, and the Preservation Society.

**Director’s Report:** See report.

**Unfinished Business:**

- None.

**New Business:**

- Meg requested that the library close the week of August 18 through the 22 so that staff can change the adult fiction section, removing the genres romance, mystery, and scifi/fantasy and shelving all adult fiction together. This project is expected to be time consuming and highly disruptive, so the library needs to close. This week is typically one of the slowest weeks of the year for the library because of the Berrien County Youth Fair. Janet Kuhn made a motion to approve the closing, Nathanael Lyon seconded. Motion carried.

**Questions and Comments from Board Members:** None.

**Adjournment:** Meeting adjourned at 7:46 pm

**Next meeting:** Thursday, May 28 at 6:30 pm