

Buchanan District Library
Regular Board Meeting
Buchanan District Library Study Room
Thursday, May 28, 2026

Call to Order: President Molly Thornton called the meeting to order at 6:34 pm. Board members present were Molly Thornton, Janet Kuhn, Nathanael Lyon, Karen Quasny, Deb Miner, Karen McGuirt, and Trinity Young. Director Meg Paulette Perez and Assistant Director Erin Ross represented the Library Staff.

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

Public Comment: None

Routine Business:

Correspondence and Calendar:

- Board members reviewed and approved the Volunteer Appreciation letter written by Karen Quasny (with the corrected spelling of Nathanael's name). Meg and Erin will work to send this letter and a small gift card donated by Janet Kuhn to active library volunteers.
- There was some discussion of possibly electing officers and voting on the board meeting schedule in June rather than July, but the board decided that these decisions needed to be made at the first meeting of the fiscal year. Nathanael Lyon suggested that a slate of officers be presented in June, but that the vote still take place in July. There was also talk of amending the bylaws to state that board meetings are held on the third Thursday of each month unless otherwise stated.
- Board members discussed the Trustee Evaluation form and decided it may need to be changed, but to use it again this year and then evaluate it further. Molly will send the electronic form to all trustees for completion before the June meeting. After that, the Strategic Plan Committee will review the collected information and discuss alternative evaluation tools.
- Meg will send her Evaluation and Professional Development Plan to the board for her review in June.

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 mentioned that we may be able to find a public record of any warrants out for unpaid property taxes in Buchanan Township. Meg explained that she has spoken with the Township about the discrepancy between what we have received and what we calculated, and they said they were looking into it further.

Meg reported that the line of credit at Country Heritage was paid off today (May 28, 2026).

Janet asked about a charge from E.J. White, if it was regular maintenance or a repair. Meg reported it was a repair to one of the boilers.

Janet requested that we investigate further the information from Indiana Michigan Power that our usage is based on the highest 15-minute period of use each day. She suggested it may be illegal to estimate this way, or that the person giving this information may have misunderstood or not communicated well. Meg and Erin agreed to schedule another meeting with a representative once we have researched the issue further.

Motion made by Nathanael Lyon to accept the report. Seconded by Trinity Young. Motion carried.

Committee Reports:

Public Relations & Fundraising:

- Meg reported that the Public Art Committee (consisting of Ann Tuite, Tracy Dipppo, and Peter Lysy) would like to auction off the current murals by artist Justin Johnson to raise funds for the next art installation. Meg has already contacted the Pokagon Band of Potawatomi to see if they would like to purchase the murals first. The board agreed that auctioning the murals that are currently installed would be fine. A short discussion about the previous murals – including community members under the age of 18 – may be a different subject.

Library Policy:

- Meg requested that the board read the entire Personnel Policy before the June meeting to approve. The board discussed changes to Paid Time Off and agreed to the next formula for calculating this time, and a base PTO rate of .0385 (the equivalent of 2 weeks), with the addition of a limit of no more than the equivalent of four weeks of PTO per year (adjusted for hours worked per week) allowed.

Personnel:

- Meg reported that staff have completed their Evaluations and Professional Development plans, and gave thoughtful responses. Meg will now start meeting individually with all staff. She also reported some staff changes for the new fiscal year.

Building:

- Janet Kuhn requested that we repaint the yellow strip on the front stoop.
- Karen McGuirt asked when the library parking lot would be repaved and the stripes repainted. Erin reported that Shembarger Asphalt will be here to do the work in July.

Budget & Finance:

- The board reviewed the preliminary 2025-26 Budget Amendments and the 2026-27 Budget. Both will be finalized and approved in June. Janet was glad to see that,

with our line of credit paid off, there is a projected surplus we can use to begin rebuilding the library's fund balance.

Strategic Plan: Meg asked for help developing our next Strategic Plan survey to assess community needs. The Committee will meet with Meg on Thursday, June 4, at 10 am.

Director's Report: See report.

Unfinished Business: None.

New Business: None.

Questions and Comments from Board Members: None.

Adjournment: Meeting adjourned at 8:10 pm

Next meeting: Thursday, June 18 at 6:30 pm