

Buchanan District Library
Regular Board Meeting
Buchanan District Library Study Room
Thursday, January 22, 2026

Call to Order: President Molly Thornton called the meeting to order at 7:05 pm. Board members present were Molly Thornton, Janet Kuhn, Nathanael Lyon, Karen McGuirt, Karen Quasny, and Deb Miner. Trinity Young was absent. Director Meg Paulette Perez and Assistant Director Erin Ross represented the Library Staff.

Approval of Agenda: Motion made by Karen McGuirt to accept the agenda with corrections made to the date and time (the meeting was moved from its original date on January 15, 2026, due to a weather closure) and seconded by Karen Quasny. Motion carried.

Public Comment: None.

Routine Business:

Correspondence and Calendar:

- Suggested changes to the Bylaws will be discussed during committee reports.
- Meg reminded trustees that they can still make suggestions for changes to the emergency plan before the library's staff day in March. Karen Quasny has already suggested some updates, including any new procedures for the new Community Room.
- Meg told the trustees that we do not plan to request our designated funds held at the Michigan Gateway Community Foundation until August of 2026.
- Meg reported that the State Aid Report was submitted on January 21, 2026, before the February 1, 2026, due date.
- The Strategic Plan Committee meeting will be discussed during committee reports.
- The Budget and Finance Committee meeting will be discussed during committee reports.
- Meg will send current employee job descriptions to Personnel Committee Chair Deb Miner. Nathanael asked if there would be a meeting to discuss the job descriptions. Deb and Meg said that at this time, there is no plan for that, but after job descriptions are reviewed, one can be scheduled if needed.

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

Financial Reports and Approval of Expenditures: Nathanael asked how we are doing following the October 2025 closure of Baker & Taylor, our primary book supplier. Meg told the board that we have been accepted as a customer by Ingram, placed our first order, but have not received it yet. Nathanael said he recently spoke with a bookstore owner who provided him with some information about book suppliers and will forward this information to Meg.

Janet Kuhn asked about the funds in the Public Art line item. Meg explained that LiveBuchanan had given us funds before it dissolved and that we received a large donation for this year's art. Janet suggested that the current art stay up longer, since it wasn't seen much during downtown reconstruction. Meg agreed to look into extending the installation and said she would reach out to the artist again to see if the artist would give a presentation at the library before the artwork is taken down. Meg said she believed the current timeline was to change the art in July of 2026. Meg has been working with Ann Tuite and Tracy Dippo (former LiveBuchanan members) on this project.

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

Committee Reports:

Public Relations & Fundraising:

- Meg shared that the library's Annual Appeal has raised \$5,836 so far and that this is probably as much as it will raise this year. Meg asked that a meeting be set to plan a second appeal for April during National Library Week. Committee Chair Nathanael Lyon set the meeting for Wednesday, February 18, 2026, at 4:30pm. Meg mentioned she would like help from Brian Murphy to develop a better mailing list, and Karen Quasny said he would likely be happy to help.

Library Policy:

- Karen Quasny took the board through her suggested revisions to the library's bylaws:
 - Adding a provision that trustees cannot miss more than three meetings in a row.
 - Adding a provision that trustees need to review meeting materials in advance (and that the library director will provide them in advance).
 - Removing the Technology Committee.
 - Changing the student representative to be either a student at Buchanan High School or to live in the library district.
- Meg will make changes to the bylaws for the board to review at the February meeting. Changes could then be approved at the March 2026 board meeting. Meg mentioned that we may need to consult our lawyer on bylaw changes.

Personnel:

- Meg informed the board that the Programming Coordinator position has been eliminated. Meg and Deb gave an overview of the January 5, 2026, meeting with Jen Munoz to inform her of this change. Janet Kuhn asked how other employees were handling the change, and Meg and Erin expressed that staff miss working with Jen but seem to understand the necessity of this decision.

Building:

- Meg reported that concrete repairs were made to our ramp on January 8, 2026, but that she is disappointed with the results and has told Rob Swem how we feel.

Karen McGuirt and Janet Kuhn said they think the repairs are particularly unsightly. Janet wondered if some surface treatment could be done, similar to what may be installed on a garage floor. Meg will continue working with Rob Swem on this project.

- Erin Ross made a request for the College Club to hold a special event at the library on Sunday, April 12, 2026, from noon to 4 pm. A discussion was held regarding the entrance to the second-floor Community Room. The door near the elevator, on Front Street, was suggested. Nathanael Lyon made a motion to approve the request, seconded by Karen Quasny. Motion carried.

Budget & Finance:

- Janet Kuhn gave a report on the Budget & Finance Committee meeting held on Wednesday, January 14, 2026, at 2 pm.
 - The committee reviewed cash flow estimates for the next several years. It was determined that we can make a \$35,000 payment on our line of credit with Country Heritage Credit Union upon the maturity of two CDs in February of 2026.
 - Janet mentioned we may need to talk to our auditors about how to record this transaction.
 - The committee also discussed budget amendments, which will be presented at the February 2026 board meeting.

Technology: No meeting.

Strategic Plan: Committee members presented a report on the meeting held on Thursday, January 22, 2026, at 10 am.

- The committee developed a preliminary plan for strategic planning over the course of 2026, with the goal of approving a new plan by March 2027.
 - The first phase will include gathering data from the community with surveys, a town hall meeting, and meetings with local leaders, groups, and possibly individuals.
 - The second phase will involve board and staff meetings, including help from facilitators.
 - The final phase will involve writing the plan in several drafts.
- Meg showed the board the Gantt chart created to organize the strategic planning process. She also mentioned that trustees can spend time looking at other libraries' strategic plans for inspiration.
- Some brief discussion around the current mission, vision, beliefs & core values. The possibility of shifting the mission, given current trends in public libraries and our community's needs, was discussed.

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, February 19, 2026, at 6:30 pm