

Buchanan District Library
Regular Board Meeting
Buchanan District Library Study Room
Thursday, July 17, 2025

Call to Order: President Molly Thornton called the meeting to order at 6:32 pm. Board members present were Molly Thornton, Karen McGuirt, Trinity Young, Janet Kuhn, Karen Quasny, Deb Miner, and student representative Grant Waggoner. Nathanael Lyon was absent, awaiting renewal of his appointment by the Buchanan Community Schools Board of Education. 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 McGuirt. Motion carried.

Public Comment: The board recognized visitors Carla Johnson and Lee Belding (District Representative for Chairman Tim Walberg at the U.S. House of Representatives). Carla Johnson expressed her thanks for the library's handout explaining the ballot language on our upcoming millage renewal. There was some discussion of the laws regarding the capture of library millage funds for Brownfield Redevelopment. Board members posed questions, such as whether it is possible to be notified when these captures occur, or if there is any possibility of opting out. Lee Belding said he would make some inquiries to their legal team. Meg expressed appreciation to Carla for her questions and help learning more about Brownfield captures. Molly thanked Carla for sharing the library's handout on social media to inform voters. Grant suggested we invite representatives to the library for an "Ask a Representative" event.

Routine Business:

Correspondence and Calendar:

- Meg had planned to summarize her communication with Carla Johnson, but this was skipped since Carla attended the meeting to address the board herself.
- Meg is working on the library's request for designated funds held at Michigan Gateway Community Foundation. She plans to ask that our plans for a digital sign be delayed another year until the road construction is complete and instead ask for funding for technology upgrades, including to the library's network and Wi-Fi infrastructure, patron computers, computer management system, and new library website.
- Trinity Young motioned to approve the following closure dates for the next year. Janet Kuhn seconded. All trustees present voted in favor. Motion carried. Two dates will be considered at later meetings (Tuesday, March 3, 2026 & Friday, June 19, 2026).
 - Wednesday, November 26, 2025 (closing at 4 pm)
 - Thursday, November 27, 2025
 - Friday, November 28, 2025
 - Wednesday, December 24, 2025
 - Thursday, December 25, 2025
 - Wednesday, December 31, 2025

- Thursday, January 1, 2026
- Saturday, July 4, 2026
- Karen McGuirt made a nomination to continue with the same slate of officers (Molly Thornton: President, Deb Miner: Vice President, Karen Quasny: Secretary, Janet Kuhn: Treasurer) for the next fiscal year. Trinity Young seconded. All present voted in favor. Motion carried.
- President Molly Thornton appointed the following committees:
 - Building | Chair: Molly Thornton, members: Trinity Young, Nathanael Lyon
 - Finance | Chair: Janet Kuhn, members: Molly Thornton, Karen McGuirt
 - Fundraising & Public Relations | Chair: Nathanael Lyon, members: Karen McGuirt, Deb Miner
 - Personnel | Chair: Deb Miner, members: Karen Quasny, Nathanael Lyon
 - Policy | Chair: Karen Quasny, members: Trinity Young, Deb Miner
 - Technology | Chair: Trinity Young, members: Janet Kuhn, Karen Quasny
 - Strategic Planning | Chair: Deb Miner, members: Molly Thornton, Karen Quasny

Approval of previous meeting's minutes: Janet Kuhn motioned to accept the minutes as presented, seconded by Karen McGuirt. Motion carried.

Financial Reports and Approval of Expenditures: Assistant Director Erin Ross explained that while the final budget amendments have been applied to the June financials, some expenditures will “move back” or “move forward.” Janet Kuhn noted this in the 715.040 Fringe – Health line that appears to be over budget, but will not be once these final adjustments are made. Meg also noted that while it appears we underspent on 731 – Media, that is because bills from the most recent purchases have not yet been paid. Erin will make unofficial adjustments until the final adjustments are made by auditors later in the fall.

Motion made by Karen Quasny to accept report. Seconded by Deb Miner. Motion carried.

Committee Reports:

Public Relations & Fundraising:

- “100 Envelope Challenge” fundraiser update: Meg reported only \$45 has been raised so far, and more effort will be made to advertise. If all envelopes are returned, this would raise \$5,050 for the library.
- Trinity Young mentioned that she enjoys the “Did You Know?” posts on social media.

Library Policy: Karen Quasny motioned to approve the change to the Personnel Policy presented last month, stating that the Library will pay 80% of health insurance costs and the employee will contribute 20%. Trinity Young seconded. Motion carried.

Personnel: Deb Miner reported on a meeting held on July 10 with Meg, Erin, and Circulation Assistant Thelma Keltz. Deb was asked to help negotiate after Thelma disagreed with the decision to reduce her hours. Deb described a compromise that was reached that will step down Thelma’s hours gradually.

Building: Meg was asked about a recent payment made to Hein Electric, and she explained that this was for work done to repair and update the library’s emergency

lighting so that it can be more easily maintained by library staff (now requiring standard batteries to run).

Budget & Finance: No meeting.

Technology: Meg described the design and review meeting held on July 9 with Streamline. This meeting was to take a first look at the library's new website and start making adjustments. Meg said much of the time was spent working on new menu organization. She also mentioned that while the new site does not look dramatically different than our current site, it is far more functional for both patrons and staff.

Strategic Plan: The committee scheduled a meeting for August 28 at 2pm.

Director's Report: See report.

Unfinished Business:

- Meg reported that she will continue to share the handout that describes the ballot language for voters. Board members expressed concerns about voters being able to access City Hall during construction. Erin noted that access should be easier by August 5. Meg said she will reach out to City Hall to see if they have any plans to help/inform voters with issues accessing voting facilities. Meg will also prepare some information for the library to share about how/where to vote, including the option to vote absentee (if still available).

New Business:

- None.

Questions and Comments from Board Members:

- Board members expressed their best wishes to Grant as he moves away for college and will no longer serve as our student representative. Meg asked for recommendations on how to recruit another student for this position. Trinity Young said that she will look back at former students she had at the middle school who would now be eligible. Karen Quasny offered to connect with BHS Principal Brian Pruett if needed.
- Discussion on possible mechanical repairs to the Book Mobile. A suggestion to reach out to local businesses (Wesner's, Denny's, and Southwest Mini Imports on Terra Coupe for assistance) was offered.

Adjournment: Meeting adjourned at 7:48 PM

Next meeting: Thursday, August 21 at 6:30 pm