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

Call to Order: President Molly Thornton called the meeting to order at 7:02 pm.
Board members present were Molly Thornton, Janet Kuhn, Nathanael Lyon, Karen Quasny, Deb Miner, and Karen McGuirt. Trinity Young was 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 Janet Kuhn. Motion carried.

Public Comment: None

Routine Business:

Correspondence and Calendar:

- Fiscal Officers for 2026-2027: Nathanael Lyon made a motion to accept the proposed slate of officers for the 2026-2027 fiscal year: Molly Thornton, President; Deb Miner, Vice President; Janet Kuhn, Treasurer; Karen Quasny, Secretary. Karen McGuirt seconded, and the motion was carried unanimously.
- Committee Appointments for 2026-2027: President Molly Thornton appointed committee members as follows:
    - Building: Molly Thornton, Janet Kuhn, Nathanael Lyon
    - Finance: Janet Kuhn, Molly Thornton, Karen McGuirt
    - Fundraising & Public Relations: Nathanael Lyon, Karen McGuirt, Trinity Young
    - Personnel: Deb Miner, Karen Quasny, Nathanael Lyon
    - Policy: Karen Quasny, Trinity Young, Deb Miner
    - Strategic Planning: Deb Miner, Molly Thornton, Karen Quasny
- Calendar: Meg requested input from the Strategic Plan Committee in updating the calendar. Meeting to be scheduled later in the agenda during Committee Reports.
- Correspondence from E.J. White: Meg shared her emails with Jeffrey Butcher, Vice President at E.J. White, regarding our question about an exhaust fan that is not functioning in the second-floor restrooms. The library board was concerned that this fan should have been replaced during recent construction (E.J. White was the HVAC subcontractor). Jeffrey explained that the fan was working according to their tests during their work in that area, and that it is common practice *not* to replace devices that are still functioning. Meg confirmed with Wendy, who has experience in the building trades, that this is typical, and the board agreed to move forward with the repair.
- MGCF Grant Cycle: Meg presented a plan to request part of the library funds in the August cycle, due August 1st, and the remaining funds on February 1st. Meg would like to request funds to support a "Winter Concert Series" in the library's Community Room. Shows would take place once a month, likely after hours on a

Friday evening or Saturday afternoon, from October through April, at no charge (registration required due to space limitations), featuring a variety of musical styles. Funds are needed to book artists (Meg already has some pricing but needs to continue following up on booking). The board likes the idea of keeping free musical gatherings for the community during the winter months. The board asked many good logistical questions that will help Meg plan these events and approved moving forward with MGCF's request. A discussion about a possible plan to use the remaining funds for repairs and upgrades to the south façade of the building was also discussed, but the board felt it was better to wait until we have exact quotes to request funds for this project.

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

Financial Reports and Approval of Expenditures: Karen McGuirt questioned the 2 cents remaining in the United Federal-Old Edgewater account. Erin Ross stated that the account is empty but needs to be officially closed by two signers. Janet Kuhn said it should be done prior to the next audit. Discussion also revolved around recent property tax checks, reflecting the onset of delinquencies, as well as the check to Niles Township for last year's millage vote fee. The Stop Lunch Listen line item was discussed as being over budget, due to the need to pay for programs in advance. Erin stated it would be corrected next month. Compliments were again offered to Meg and the BDL staff for paying off the Line of Credit this year and for ending the budget year better than predicted. Motion made by Nathanael Lyon to accept the report. Seconded by Karen Quasny. The motion was carried.

Committee Reports:

Public Relations & Fundraising:

- Meg reported that the first draft of the *Remembering Buchanan Calendar* has been completed, and we are on track to send it to be printed by August 1st.

Library Policy:

- A small change to the *Library of Things* Policy, regarding adjustments to specific item limits, when necessary, was briefly discussed again, following last month's discussion. This change will allow the library to limit hotspot checkouts to one per household due to high demand. Nathanael Lyon made a motion to approve the change to the *Library of Things* Policy, seconded by Karen McGuirt. Motion carried.
- Meg presented a potential addition to the Materials Selection Policy that addresses materials created using generative AI. This addition would state that the library will not knowingly add or accept works created primarily using generative AI. Board members discussed the pros and cons of such a policy, including maintaining a high-quality collection that reflects human creativity and knowledge, and potential issues with censorship or failing to provide works the public wants. Meg encouraged board members to continue thinking about this important issue for further discussion next month. All agreed that it is difficult to

predict the trajectory of this issue and the prevalence of materials like these in the future, and that we should expect to continue to adjust our policies as needed.

Personnel:

- Erin reported that our current Page, Chandonni Trotter, worked her last day on Wednesday, July 15. Chandonni is a recent high school graduate who will be attending college in the fall.

Building:

- Meg reported that chiller repairs were completed on July 13 and that the parking lot resurfacing and restriping were completed on July 12. Erin asked the board for their opinion on restriping an area of the parking lot on the side of the library building that was not redone, where there is one parking spot that is an unofficial "staff" spot. Erin felt the lines should not be repainted so people would not notice them as potential parking spots. Janet Kuhn suggested painting the curb yellow or otherwise marking it to make it even clearer. All agreed there was no need to ask Shembarger to return to paint lines for this spot. First step – painting the curb yellow - will be completed by library staff.

Budget & Finance:

- Janet Kuhn asked whether we are still planning to use our Country Heritage Credit Union Savings account to collect donations for future library projects. Erin said that yes, we can redirect funds there.

Strategic Plan:

- A meeting was set for Thursday, August 13, from 2:00 -4:00 pm to discuss the next phase of the strategic planning process, now that the data-gathering phase is nearly complete. Meg is planning to create our third (and final) survey to gather feedback on our ideas and renderings for the remaining unused areas of the library.

Director's Report: See report.

Unfinished Business: None.

New Business: None.

Questions and Comments from Board Members: Molly Thornton congratulated the staff on a good job done so far on the Summer Reading Program.

Adjournment: Meeting adjourned at 8:10 pm

Next meeting: Thursday, August 20, 2026 at 6:30 pm