

Buchanan District Library
Regular Board Meeting
Buchanan District Library Study Room
Thursday, March 19, 2026

Call to Order: President Molly Thornton called the meeting to order at 6:33 pm. Board members present were Molly Thornton, Janet Kuhn, Nathanael Lyon, Karen McGuirt, Karen Quasny, Trinity Young, and Deb Miner. 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 Karen Quasny. Motion carried.

Public Comment: None.

Routine Business:

Correspondence and Calendar:

- Meg reported that Staff Training Day took place on Monday, March 16.
- An update on Strategic Plan Surveys was discussed during committee reports.
- Personnel Chair Deb Miner, along with Erin and Meg, has recently reviewed the Personnel Policy and does not recommend any changes at this time.
- Molly Thornton will need to send a letter to the City of Buchanan to be reappointed as a trustee; she will handle that before June. Trinity Young asked to meet with Meg to discuss candidates for the Student Representative, and Meg agreed to come to the Middle School sometime to discuss it.
- The Finance Committee will work with Janet to schedule a meeting to discuss the 2026–2027 budget, most likely later in April, but if possible, earlier than that, to approve the Budget in May.

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

Financial Reports and Approval of Expenditures: Erin provided an up-to-date spreadsheet of the library's tax revenue. We have received revenue from all four municipalities, with Niles Charter Township and Bertrand Township already over 100% of the budgeted revenue.

Deb Miner asked about the mistakes in the financial reports that Meg had mentioned when emailing board members. Erin explained that those mistakes were corrected in the printed reports and that they were minor issues with how the February budget amendments had been applied.

Janet Kuhn reported that her question from the previous meeting about rental fees (unrelated business income) for use of the Community Room and whether we need to charge tax had been answered: no, the library does not need to charge tax for this use.

Motion made by Karen Quasny to accept the report. Seconded by Trinity Young. Motion carried.

Committee Reports:

Public Relations & Fundraising:

- Committee Chair Nathanael Lyon gave a report on the meeting held on February 26, 2026. Meg showed board members the webpage created on the library's website with the Spring Appeal, set to take place during National Library Week (April 19–25), and will email the entire board a link to review it more carefully before it is made available to the public. The board responded positively to the format.

Library Policy:

- Board members reviewed the changes to the Bylaws discussed at the last two board meetings. Trustees agreed there were no other concerns or changes needed. Nathanael Lyon made a motion to approve the changes to the Bylaws, seconded by Karen McGuirt. All trustees voted yes by roll-call vote. Motion carried.

Personnel:

- Meg and Erin gave an overview of the Staff Training Day on Monday, March 16, which included CPR training, a book-covering workshop, and an overview of the Emergency Manual. Erin and Meg would like to have an evacuation drill sometime when the library is open, and Meg asked board members for their input. It was decided that signs should be posted on the library doors to let people know a drill is happening that day (but no notice should be posted on social media). Staff should know the drill is happening that day but not know when. Meg said she would like to do an evacuation drill sometime in April or May.
- Janet Kuhn asked if the library was still a designated tornado shelter, and Meg said she did not know. Janet explained that when the Common was built, the City approached the library to ask if the library's basement could be used as a tornado shelter in case of an emergency during an event. Meg said she will talk with City Manager Tony McGhee.

Building:

- Meg gave a report on the recently completed interior painting project, saying that while it was much more work than anticipated, it is a welcome change and has brightened the library's interior. Meg reported that the staff continues to work on ways to improve the look and function of library spaces.

Budget & Finance:

- Janet Kuhn will let Meg and Erin know about her availability for a meeting to discuss next year's budget, and then a meeting will be scheduled via email.

Technology: Meg reported that Laura Hauch recently finished replacing all of the patron PCs. This project has been needed for several years, and was completed with the help of Phillip Place, Technology Director for Buchanan Community Schools. Our patron computers can now run more up-to-date software and are more secure, and will also allow us to upgrade other systems that work with the patron PCs.

Strategic Plan: Meg shared an invitation list for the upcoming Town Hall event with the trustees and asked them to review it and add names if they think of anyone we missed. Meg will email all the people on the list to invite them and asks that Trustees help follow up with them in person or by phone.

A meeting was set on Thursday, April 2, at 10 am for the Strategic Plan Committee to develop the questions for the Town Hall meeting.

Meg also shared a new plan for the Strategic Plan surveys: three smaller surveys rather than one large one—one focused on evaluating our current library, one on community needs, and one on presenting our ideas for the future and gathering feedback. Meg asked that the trustees review this and provide her with any feedback in the next few days. It was suggested that we add a disclaimer stating that “the survey is best done in landscape mode or on a computer,” since some choices are not visible on a phone in portrait mode. There was some discussion about the survey's length, but ultimately it was decided that it was about the right length.

Director’s Report: See report.

Unfinished Business:

- None.

New Business:

- Janet Kuhn said she saw some kids playing on the ramp to the basement on her way into the library and requested that we put up a sign and perhaps a chain to discourage this and ensure the library could not be held liable for injuries. Erin and Meg agreed and said they would take care of it.
- Meg requested that the May 21 meeting be moved to another day. Trustees agreed to move the meeting to Thursday, May 28, at 6:30 pm.

Questions and Comments from Board Members: Janet Kuhn asked how the Staff Picks Book Club is going, and Meg and Erin reported that it is still a small group attending but the discussions are enjoyable.

Adjournment: Meeting adjourned at 7:31 pm

Next meeting: Thursday, April 16, 2026, at 6:30 pm