

Buchanan District Library
Regular Board Meeting
Buchanan District Library Study Room
Thursday, September 17, 2026

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

Public Comment: None.

Routine Business:

Correspondence and Calendar:

- Meg submitted the Annual Report for the fiscal year July 1, 2025, through June 30, 2026, and gave a short explanation of some statistics. Many areas remained flat, though checkouts of digital materials did rise. Janet Kuhn offered some suggestions for improving how dates are displayed and asked that a brief explanation of the library's fiscal year be included. Some discussion was had about moving the Annual Report to the calendar year, but it was decided to keep it as is.
- Meg shared the Spring Appeal letter and told trustees that she plans to modify it for use in the Annual Appeal in November, since it did not receive any response in the spring. Trustees agreed the content is good, but the timing must not have been right for giving in the spring. All agreed that finding children and/or a family to pose for photos in the library would help the appeal.
- The Strategic Plan Committee presented an update on current activities working towards the 2027–2032 Strategic Plan. The final survey to the public was sent out, but Meg will advertise it again as it got a lower response than the first two. Meg will also reach out to Fernwood to inquire about renting the Sims Education Center for a retreat for the Board and staff sometime in January or February of 2027.

Approval of previous meeting's minutes: Janet Kuhn made a motion to accept the minutes as presented, seconded by Trinity Young. The motion carried.

Financial Reports and Approval of Expenditures: Trustees asked for clarification on a few charges, such as the payment to the company that hosts the library's website. Janet Kuhn asked if we are receiving our E-Rate reimbursements, and Erin explained that they come quarterly, so we have not received any yet this fiscal year. Motion made by Nathanael Lyon to accept the report. Seconded by Deb Miner. The motion was carried.

Committee Reports:

Public Relations & Fundraising:

- Meg reported that we have sold 81 copies of the *Remembering Buchanan Calendar* since sales began on August 22nd. The goal is to sell all 350 that were ordered. Meg and volunteer Bruce Larson are planning to sell calendars at the Buchanan High School homecoming game, the Harvest Festival, the “Shop ‘til You Drop” event, and the library’s Holiday Market.
- Nathanael Lyon gave an update on planning for the library’s annual holiday fundraiser, A Not-so-Silent Night at the Library. The committee decided to hold the party throughout the entire library. This will allow for more ticket sales and, hopefully, increase event revenue. Tickets are on sale now, and auction donations and sponsorships are being pursued. A meeting was set for Wednesday, October 14, at 4:30 pm to continue planning efforts.
- Meg shared the finished artwork for the 2026 Art on Days installation. The artwork is currently in production and will be delivered to the library in time for installation at the dedication event on October 3 at 10:00 am. Board members were very pleased with the artwork created by local artist Charlie Hasbrouck.

Library Policy:

- No meeting.

Personnel:

- Meg reported that Circulation Coordinator Karen Gonzalez is still conducting interviews for the two available Library Page positions (for high school students).

Building:

- Meg shared the “Building To-Do List” created during the joint Building and Finance Committee meetings, and gave an update on each item. Board members helped with refining the plans so that repairs and projects can stay on track.

Budget & Finance:

- Erin reported that she has sent all the requested materials to auditors at Siegfried Crandall and that the annual audit will take place on Thursday, September 24, 2026.

Strategic Plan:

- The committee’s update was shared during the Correspondence and Calendar portion of the meeting.

Director’s Report: See report.

Unfinished Business: None.

New Business: None.

Questions and Comments from Board Members: Janet Kuhn and Molly Thornton felt that everything is going well and feels organized.

Adjournment: Meeting adjourned at 7:28 pm

Next meeting: Thursday, October 15, 2026, at 6:30 pm