

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

Call to Order: President Molly Thornton called the meeting to order at 6:36 pm. Board members present were Molly Thornton, Janet Kuhn, Nathanael Lyon, Karen McGuirt, Karen Quasny, and Trinity Young. Deb Miner 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 and seconded by Janet Kuhn. Motion carried.

Public Comment: None.

Routine Business:

Correspondence and Calendar:

- Suggested changes to the Bylaws were discussed during committee reports.
- Meg informed the trustees that the staff training day is scheduled for Monday, March 16.
- Budget Amendments were discussed during committee reports
- Strategic Plan Committee updates were discussed during committee reports.
- Personnel Committee job descriptions and Personnel Policies were discussed during committee reports.

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

Financial Reports and Approval of Expenditures: Erin explained a small mistake in the financials, which has been corrected, but was done after the board materials were printed (MERS expenditures were recorded incorrectly in Telecommunications).

Karen McGuirt asked a question about the library's total assets. Janet Kuhn explained that the type of accounting that the library employs (Government Fund Accounting) only includes cash assets, so things like building improvements, books, and equipment purchases are not reflected on our balance sheet (but are included in our annual report from our auditors).

Meg reported that current estimates for the library's Penal Fine revenue (which will be received in August of 2026 but applied to the library's fiscal year ending June 30) are around \$72,000, consistent with past revenue amounts.

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

Committee Reports:

Public Relations & Fundraising:

- The meeting initially scheduled for February 18 was rescheduled to Thursday, February 26, 2026.

Library Policy:

- Board members reviewed the suggested changes to the Bylaws with a few suggestions for improvements, including:
 - The Student Representative must be “of high school age” if they do not attend Buchanan High School (but do live in the library’s district).
 - If Trustees are absent from three (3) or more consecutive meetings, or from five (5) meetings in a fiscal year, they will forfeit the remainder of their term as a trustee, with the option to reapply for a future term.
 - Remove all mentions of the Technology Committee as noted previously, in addition to Article VII, Section 2, ¶ 5.

Meg will make these adjustments and present the amended Bylaws for approval at the March meeting. She suggested we may still want to consider asking our attorney to review the changes, although Board discussion suggested they are simply procedural.

- A brief discussion on AI (Artificial Intelligence) began but was tabled for another time.

Personnel:

- Meg and Personnel Committee Chair Deb Miner reviewed Job Descriptions as scheduled on the Board Calendar. Deb sent Meg an email with a few questions. After Meg followed up, Deb approved the current job descriptions and encouraged Meg to go over them with employees during annual evaluations.
- Board members are welcome and encouraged to review the job descriptions in the BDL Board folder on policies located in the Google Drive and provide feedback.

Building:

- Meg presented an idea to do some minor wall repairs and repaint the library's interior on the first floor. A quote from Vork Brothers Painting was shared to complete the work before April 1, 2026. Meg had a conversation with their interior designer, who suggested using the library’s logo/branding colors throughout the library to create a more consistent brand identity. The trustees agreed that this project would be a welcome improvement and gave Meg approval to proceed with the project.
- Meg suggested to the board that we not complete the changes to the ramp off the library’s parking lot as quoted initially by Pearson Construction, but instead plan to address the entire south façade of the building in the future. The repairs/patches performed by a subcontractor, with limited communication, were unsatisfactory.

Additionally, Meg noticed potential issues with snow removal if the ramp alteration as designed were to be installed. It was noted that the ramp and rails are 26 years old and that a larger redesign may be needed, and the board further agreed to pause on the project.

Budget & Finance:

- Erin Ross gave an overview of the budget amendments. Some discussion was had about the library's line of credit with Country Heritage Credit Union, and how payments on the line of credit appear as a budget deficit but are actually being transferred from the library's CDs. The payments will continue to affect the budget until the line of credit is paid off.

Karen Quasny made a motion to approve the February 2026 Budget Amendments. Seconded by Nathanael Lyon. Motion carried.

Trustees thanked Erin for her hard work on the amendments and complimented her on a job well done.

- Janet Kuhn made a motion to approve the renewal of the line library's line of credit with Country Heritage Credit Union, with Meg Paulette and Laura Hauch as authorized signers. Seconded by Trinity Young. Motion carried.

Technology: Meg reported that our annual E-rate paperwork has been submitted, and the library will receive 80% reimbursement for our internet services, as well as an upcoming project to upgrade and add Wi-Fi access points.

Strategic Plan: Karen Quasny, Molly Thornton, and Meg gave an overview of Strategic Plan activities that have taken place since the January board meeting:

- The library's Town Hall Meeting has been scheduled for Monday, April 13, from 6 to 8 pm. Meg invited all board members to attend and help lead small-group discussions with participants alongside library staff.
- Two meetings were held to discuss the strategy for public surveys, one in the morning and one the following afternoon, for staff and board members to share ideas. It was agreed to provide shorter surveys to a variety of groups in various ways to gather more information from more patrons. Meg has written four short surveys on targeted topics to begin sharing with the public in March. The intention is to release a different survey each week.
- Invitations to local stakeholders to attend the Town Hall Meeting need to go out as soon as possible. Meg said she will print invitations for staff and board to take to the people we would like to invite to the Town Hall. It was suggested that we consider residents who are *not* currently using library services. She also showed board members how to share the information and assist in registering guests on the library's website.

- Karen McGuirt suggested that we share information about the Town Hall Meeting and the surveys in the “Bucks Blast” newsletter through the Buchanan Community School system.
- Trinity Young suggested asking middle school students to fill out surveys.

Director’s Report: See report.

Unfinished Business:

- Janet Kuhn suggested that we make another push to get the remaining envelopes in the envelope fundraiser filled by donors. Some discussion followed, with suggestions to move the remaining or future envelopes to a movable whiteboard to make them more visible or restart the fundraiser from scratch during National Library Week in April. There was consideration to creating a smaller envelope challenge or altering the donation amounts to encourage more people to participate. Suggestions were also made for the appeal we are planning to send out at the same time, including tangible donation options (an annual magazine subscription, a monthly electric bill, etc.). More discussion for this will take place at the PR/Fundraising Committee meeting on February 26.

New Business:

- Janet Kuhn pointed out that there is currently standing water in the library’s parking lot. Meg suggested that we can see if it is possible to address this problem when the parking lot is resurfaced (probably in the next fiscal year). She said it had been worked on during the last resurfacing of the lot, but it did not completely solve the problem. It was acknowledged that this winter has been extremely snowy, which may be unusually impacting the lot. Karen McGuirt asked whether the City of Buchanan would help pay for resurfacing, and Meg said she would have to check in with Buchanan City Manager Tony McGee again. He had said he would ask the City Commission to help us (due to the additional wear and tear on our lot during culvert repairs), but that he couldn’t guarantee they would approve it.

Questions and Comments from Board Members:

- Karen McGuirt mentioned that she is enjoying the videos the library is sharing on social media.
- Molly Thornton shared one complaint from a library patron about teens making too much noise in the library. Meg said the patron also talked to her, and she reminded staff that we need to ask the teens to be quiet if they are bothering people.
- Molly also shared a compliment from another library patron who said that Karen Gonzalez is always very helpful. All agreed that Karen does a great job juggling many tasks at once, is friendly, and goes above and beyond for patrons.
- Karen Quasny asked whether there have been any comments about the Tuba group practicing at the library on Tuesday mornings. Meg said that so far no one has had anything negative to say about the noise. They are audible on the first floor of the library when they practice, but not unpleasantly so.

- Janet Kuhn mentioned that we should ask our auditors about the rental fees (unrelated business income) the Community Room charges, and whether we need to include tax. There may be a limit on when this can go into effect. Currently, the library has collected less than \$1000 in rental fees.

Adjournment: Meeting adjourned at 7:53 pm

Next meeting: Thursday, March 19, 2026, at 6:30 pm