<u>Buchanan District Library</u>
Regular Board Meeting
Buchanan District Library Study Room
Thursday, June 18, 2026

Call to Order: President Molly Thornton called the meeting to order at 6:35 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 Karen McGuirt. Motion carried.

Public Comment: None

Routine Business:

Correspondence and Calendar:

- Meg presented a proposed holiday closing schedule for the library for the 2026-2027 fiscal year. In addition to regularly scheduled holidays, the board approved closing on Saturday, December 26, 2026, and decided to close for Juneteenth on Saturday, June 19, 2027. Janet Kuhn moved to approve the presented closing schedule. Seconded by Deb Miner. Motion carried.
- Molly Thornton reminded trustees that they were supposed to have filled out the board member evaluation by the June meeting. The evaluation takes only a short time, so she extended the deadline by one more month for all members to complete it. Karen McGuirt said it can be difficult to evaluate your own performance, and Molly shared that she felt it was more of an evaluation of the entire board, how it functions, and what goals the board should focus on for the next term.
- Meg presented her self-evaluation and professional development plan to the board for review. Board members discussed a few points in more detail, such as Meg's desire to improve her organizational skills, learn cataloging, and continue increasing the library's marketing reach. Karen Quasny asked if Meg was open to more feedback, and she said yes. Karen invited the board to add notes to the evaluation and return it to Meg, and Meg also offered to meet with board members individually if they would like to discuss her evaluation.

Approval of previous meeting's minutes: Nathanael asked a question about the notes from the May minutes regarding the discussion of officer positions and committee assignments before the July meeting. Molly suggested this be discussed further under unfinished business. Nathanael Lyon moved to accept the minutes as presented, seconded by Karen McGuirt. Motion carried.

Financial Reports and Approval of Expenditures: Erin Ross pointed out that the financial reports now reflect that the line of credit at Country Heritage Credit Union has been paid off. Janet Kuhn commented on the fact that the cash reserves are still solid and offered praise for a job well done. There was also a discussion of the discrepancy in our revenue calculations and what we have received from Buchanan Township. Meg reported that we have not heard anything more from the township office since they said they would investigate it, and that she will reach out again.

Erin and Meg said that next year they will invoice Bertrand Township for the contract amount to reduce confusion.

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

Committee Reports:

Public Relations & Fundraising:

- Meg said that the *Remembering Buchanan Calendar* project is still on track, with volunteer Bruce Larson working with archivist Peter Lysy to research and write captions for each photo. The goal is to have them printed mid-August.

Library Policy:

- Janet Kuhn moved to approve the updated Personnel Policy presented at the May meeting. Seconded by Deb Miner. All trustees present voted in favor; the motion carried.
- Meg presented a small change to the *Library of Things* Policy, regarding changes to specific item limits when necessary. This change was suggested to allow the library to limit hotspot checkouts to one per household due to high demand. Meg reported that the library recently doubled the number of hotspots offered – from five to ten - and that the new units (including the replacement of the five already in circulation) were provided for free by T-Mobile.

Personnel:

- Karen Quasny asked for a report on how the evaluations went with all staff. Meg reported only one somewhat difficult conversation, but it was resolved in the end. Meg said this was probably the most positive year for evaluations in her time as director, both in the enthusiasm people felt in their roles at the library and in the evaluations of their performances. Meg instituted a six-month follow-up meeting with staff to see how the goals are progressing.

Building:

- Erin presented the quotes for HVAC repairs from E.J. White. The board agreed that repairs to the chiller unit on the roof should proceed, but asked Meg to contact Rob Swem about the exhaust fan repair suggested in the second-floor women's bathroom before approving that work. All felt this should have been part of the bathroom renovation during construction last year.

Budget & Finance:

- The 2025-26 Budget Amendments were discussed, and it was decided to remove the amendment adjusting the penal fine revenue. Nathanael Lyon moved to approve the amendments with this change. Seconded by Karen Quasny. All trustees present voted in favor; the motion carried.
- The Resolution to Adopt Budget and Set Millage Rate was offered by Nathanael Lyon and supported by Janet Kuhn. Karen McGuirt made a motion to adopt the resolution. Seconded by Karen Quasny. Upon roll call, all members present voted aye. President Molly Thornton declared the motion carried and the Resolution was duly adopted on the 18th day of June, 2026.

Strategic Plan: Meg reported that, after receiving help from the committee, the second survey assessing community needs and interests was completed and posted on the library's website. Meg will also send an email encouraging people to complete the survey.

Director's Report: During Meg's report, which included a summary of activities during the Active Shooter Training held on Monday, June 1, with the Michigan State Police. Community Service Trooper Holly Higgs offered several pieces of advice on the library's current emergency plan. Staff felt it was a worthwhile training, and it will be an annual practice going forward. Janet Kuhn asked if the library could consider "smart doors" that could be locked remotely. She also asked about a PA system for emergency announcements. Meg wondered whether the library's phone system could serve as a PA and said she would investigate.

Unfinished Business: Molly asked about the check the library received, made out to "Friends of the Buchanan Public Library." Meg said she had reached out to the patron who authorized the donation but had not heard back, so she will instead call the trust company it was sent from.

The board discussed committee assignments for the next fiscal year in anticipation of next month's appointments. Molly said she is happy to stay on her current committees. Janet would like to move to the Building Committee and stay on the Finance Committee. Deb Miner would like to be removed from the Fundraising Committee. It was suggested that Trinity Young would be a good choice to serve on the Fundraising Committee, and that this will be discussed with her next month.

The board also discussed possible officers for the next fiscal year. Molly thinks Janet should continue to serve as the treasurer. Molly also said she is willing to serve as president for one more year, but she believes the role should rotate to another trustee after that. Karen Quasny said she is happy to continue serving as secretary, and Deb Miner said she can continue serving as vice president. Officers will be voted on at the July meeting.

New Business: None.

Questions and Comments from Board Members: Karen Quasny mentioned that she recently had a conversation with a library patron who was very complimentary about the library. All agreed it was nice to hear encouraging words about the library's work.

Adjournment: Meeting adjourned at 8:11 pm

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