

Minutes
Madison County Library Board of Directors Meeting
Wednesday May 17, 2017

Board Members Present: President Margaret Clifton, Secretary Bonita Burr, Susanna Spencer, Laura DeBoer, Diane Heckel, Heidi Sage, Jill Quinley, Cindy Pattie, Al Martin, Lori Rice. Library Director Bonnie Utz, Treasurer Gary Jones, BOS Liaison Clay Jackson. Absent: Steve Wagner, Vice-President.

The Minutes of the March 15, 2017 were approved as read.

The Library Director's and Treasurer's full reports were sent via e-mail prior to the meeting.

The **Director's two-month mission highlight** was the extraordinary reception Bonnie got when she presented the summer program to the Primary School. MPS Principal Mike Coiner also showed his appreciation and support for the program. The summer program starts June 7. The Madison County Education Foundation donated \$1000.00 to the program and the library has purchased tablets to be given away as grand prizes.

Six new computers are ordered, 2 for public use and 4 for Staff members.

Finance report. Bonita Burr explained the new format for reporting expenses vs budget that she and Gary Jones have been working on. Each library expense will be tracked to a specific line item in the budget so we can monitor our spending month by month and have a better idea of what our budget requirements are. With the \$1000.00 increase provided by the County and better idea of year end expenditures we will draw up a new budget to present to the Board in July. Peg Clifton, Bonnie and Gary will work with the Library of Virginia to request a waiver to continue to get supplemental funding from the State.

The Library savings accounts have been reconfigured and renamed to reflect the new By-laws. The chart will be updated as needed. The Board was asked to approve a new 52-month CD at the rate of 1.75% for the Library Operating Reserve Fund of \$50,000. Diane Heckel made the motion, Susanna Spencer 2nd, all board members in favor. The Endowment Fund now has \$110,000 invested.

Fund Raising Committee Report – see attached

Scholarship Committee – Lori Rice reported that the committee has not met yet. They will have to decide what are the applicant requirements; will they need to write an essay, will it be based on financial need? The first Scholarship will be for \$500.00 and will be financed by BOD donations. The Scholarship will be in place for next year.

Friends of the Library FOL. Heidi Sage is the FOL BOD Liaison. She gave some background on the FOL and reported that the FOL has been reorganized. The FOL only meets when needed. They help the Library in any way possible as well as organize fund raising events. Bonnie Utz will always consult with the FOL on how to spend the money that they raise. Heidi also spoke about the annual Silent Auction. The FOL has always supported the Board with annual Silent Auction but they do not run it. It is a tradition going on close to 30 years. Diane Heckel mentioned that it was a spirited Community event

and that people look forward to it. Chris Jacoby, FOL member and former BOD has offered to help the Board with the auction but will not be the leader.

Grounds and Maintenance – Steve Wagner was not present but Bonnie reported that we need to repaint the old handicap parking spaces in front of the library. The old blue paint is coming through. Bonnie was asked the status of the Sewage Pump repair or replacement. She has not heard back from the contractor, will wait until Memorial Day before contacting someone else. If it needs to be replaced it may be in the order of \$10,000.

Diane Heckel reported that there is another week before the **Broadband survey** closes.

Discussion of the **Disaster Plan** was tabled until the next meeting. Board Members are asked to read the draft, provide input and ask questions. There are some open items in the current draft and we will complete them. After discussion, we agreed to pull out the last section dealing with the protection of the Library Collection of one of a kind documents (about 50-70% not duplicated anywhere else.) It is a problem that is difficult and expensive to deal with. We will contact the Fire Department with the details of our plan and ask how this collection can receive some protection if possible in the event of a fire. A new draft of the Disaster Plan will be distributed prior to the next meeting and we will vote on adopting it. Reminder that this is a living document and we can always change and improve it as we go along.

We will discuss **the Five Year Plan** at the next meeting.

The Executive Committee agreed to contract Christina Wagner to maintain the **Library Website**. She will create content and make it more attractive. We are still waiting on a proposal to see what this will cost. We will include an affordable number of hours in the next budget.

The Board reviewed and discussed the **signatories on our Union Bank Checking Account**. At the end we agreed that we would have to remove Richard Franklin from the list and add two, Margaret Clifton and Lori Rice. The Bank will be informed. Lori Rice agreed to create and maintain a calendar to make sure that at least 1 person is available every Monday morning to sign checks. Gary Jones, Treasurer prepares the checks and is the 1st signature.

After all the previous discussion, a committee was formed to work on **the Silent Auction**. Peg Clifton agreed to call the first meeting after she speaks with Chris Jacoby. Other members are Al Martin, who knows some knowledgeable people to help “appraise” the items that we receive, Bonita Burr, Cindy Pattie and Diane Heckel. This year the Auction event will start 2 weeks prior to the Columbus Day weekend and end on October 7.

The Newsletter idea will be on hold for now, perhaps we can put one together before the Silent Auction.

In **the final analysis of the 2016-17 budget, there will be a surplus of approximately \$10,000** due to an extraordinary year of donations. The Executive Committee proposed that this money be earmarked to

provide a 3% increase to the staff. They have not had a raise since 2012. Bonnie and Gary brought up the problem of reporting this to the State in the Bibliostat report since it might have some effect on our Supplemental funding. We will work with the state to find a way to resolve this problem. A motion was made by Laura DeBoer and seconded by Al Martin to give the 3% raise to Library staff as long as all aspects of the funding are in agreement with Library of Virginia and that it won't negatively impact our funding or the annual Audit. The Motion was approved by all.

The next meeting will be held on July 19 at 7 pm.

Bonita Burr, Secretary