

Minutes  
**Madison County Library Board of Directors Meeting**  
Wednesday, November 15, 2017

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

The Minutes of the September 13, 2017 meeting were approved as read.

Susanna Spencer will renew her term on the Board of Directors, Laura DeBoer will not. We currently have 3 open positions on the Board.

Steve Wagner reported that he is working on the final format of the Annual Report.

**Directors Report:** The State Bibliostat report is underway, it will be completed on time. Since December and January are slow months at the library Bonnie has suggested a movie night showing family movies. The Board expressed interest in this idea, she will check prices and budget. She has also considered bring back the "Science Guy". Bonnie has had several opportunities to help patrons with resumes and job applications, all agreed that this is something that is needed in the community and perhaps we should spread the word.

The Secretary brought up the subject of purchasing a much-needed item for the Library this year, a new Integrated Library System. The argument presented was that we do have some money available for special projects, we should use this money now to bring the library systems up to date and to show our contributors and donors that we are not just maintaining the library but that we are enhancing it. This purchase could also be used as a cause for special fund-raising activities. The system is very expensive, \$13,312 for the 1<sup>st</sup> year and for years 2-5 \$8,712. We can pay for the first year but would need to have a plan to ensure funds for years 2-5. For the next meeting we will see an in-depth description of what it does, whether there are any other options on the market and if we can ensure funding.

**Treasurer's Report: Gary and Bonita.** The report format is a snapshot of the library finances to date. In addition, a more detailed report of library actual expenses compared with the budget line items was distributed. The Board agreed that the format was useful and they would like to receive the detailed report as well. The report will be distributed on line prior to each meeting.

Another \$100,000.00 donation from Chris Jacoby to the Endowment Fund was received. Many did not know about it. We need to make sure great things like this are immediately communicated to the Board. When and how will the Endowment Fund be announced?

**Fundraising:** Susanna Spencer reported that we need to make a big push on fundraising and have more events requiring less effort than the auction to make equal or more money. We will begin to participate in the United Way Drive. Committees will be formed to set up fundraising events. We would like to sponsor adult programs which will enhance the library visibility and provide more opportunity for donations. We will also look into grants.

**Landscaping and Maintenance:** Steve Wagner reported that Greenscapes will replant flower beds in the spring. He will deal with the wasps in the upstairs meeting room.

**Friends of the Library:** FOL has donated a scanner for the Genealogy Room. It is for public use but needs to have a member of staff on hand to show how to use it and to make sure it is handled properly. In time we will be able to create a policy for the use of the scanner and how to charge for it or to get reimbursed.

**Auction Report:** Cindy Pattie reported that upon reviewing the number of hours put into the auction preparation vs the \$12,000 income, it will be necessary to make major adjustments to the process. She also reported that she will not be able to Chair the auction next year without a Co-Chair, it is entirely too much work for 1 person. The major concerns are how to approach and get the most from our business contacts and to get volunteers for the post-auction activities which are currently done by Staff. The new Yard Sale was discussed as being highly successful, perhaps should be held more often and be called a "Library Benefit Sale." This would allow us to sell more of the smaller/less valuable auction donations and change the scope of the Auction. During this discussion it was also mentioned that we could do 2 fundraising letters per year, different versions requesting support for specific activities. We would have to make a plan and shift the timing.

**Disaster Plan:** Steve and Bonita are working on the final draft (once again!) prior to the next meeting. Any Board Member that has a key to library, please let us know.

**By-Laws/Position of Treasurer:** Peg Clifton brought our attention to the fact that the By-Laws state that the Treasurer should be a Member of the Board. She proposed that the by-laws be changed to create a Secretary/Treasurer position. There was considerable discussion and Board Members agreed that it should remain separate and that no changes be made to the By-Laws. This does not mean that the position of Secretary and Treasurer cannot be held by the same person. The position of Treasurer will be filled when the Election of Officers takes place during the January meeting. Gary Jones' responsibilities as bookkeeper will not change in any way, the Treasurer will serve as a communication interface between him and the Library Board and the Board of Supervisors. A template for this responsibility will be created.

**Other Items:**

Thanks to Diane Heckel, the Hebron Church has donated their chairs to the Library. A thank-you letter will be sent.

We would like to have a social event with the Friends of the Library, tbd.

Peg mentioned that she would like to have a portable library table with book marks, magnets, brochures etc. to set up at local functions to increase the visibility of the Library. The Literacy Council has been approached to see if we can inaugurate this activity at their holiday Festival at the Firehouse on December 16.

The next meeting will be January 17, 2018 at 7:00 pm

The meeting was adjourned at 9:05.

Bonita Burr, Secretary