

DRAFT
Madison County Library
Minutes of the Board of Directors Meeting
March 28, 2018

Attendees: Board Members: Peg Clifton, Cindy Pattie, Susanna Spencer, Heidi Sage, Bonita Burr, Library Director: Bonnie Utz and Guest: Heather Schoenborn

The Meeting was called to order at 7:05 pm

The **Minutes of the January 24** meeting were corrected but were not approved because there were not enough directors for a quorum.

President's Report:

Peg Clifton introduced the wall sized activities calendar for BOD, Staff, FOL to keep track of all library activities. It will be used as a planning tool so that outstanding items can be addressed on time. It will be updated regularly.

Director's report:

Bonnie postponed the staff activities day that was planned for training, staff meeting etc. It will be rescheduled. In the future she will plan a ½ day per quarter for staff activities.

A new high school intern will start at the end of May to replace Eva, who will be leaving in August. For the May meeting we will have salary study underway, depending on what \$\$ we get from the county. Bonnie reported that the book clean-up and shelf reorganization is underway and now have 3-5 years of growth space.

The Summer reading books from school lists have been organized in one section to make it easier for kids and parents to get summer books.

Treasurer's report

We are awaiting the final county budget allocation to the library. The in-kind \$3300 for FY 2018 is still unresolved. Bonita will approach the County Finance Dept. again after the budget is complete.

In April we will begin the June 30 year-end revenue/expense outlook.

Meeting Postscript: the BOS has approved our \$7200 increase requested for FY 2019.

Fundraising Committee report

Susanna announced that the spring fundraising letter is nearing completion. It will be sent to all previous donors. Top level donors will be approached directly.

A pledge card will be included to encourage donors to sign up for regular donations.

We will get envelopes printed with our logo and the letter will be sent first class mail to everyone.

We discussed whether or not to include the annual report. Color on special paper is expensive and might require extra postage. Those in attendance felt that the report should be left out.

Grounds and maintenance report

Steve Wagner e-mailed an update. We discussed the quote from Mr. Goodall for sealing and insulating areas in the basement and the south wall. This will pay off with lower heating costs, a more comfortable temperature in the old building and eliminate the wasps. The amount is very

reasonable and is within the purview of the library director to authorize. Will proceed as soon as possible. Bonnie Utz is reviewing the Disaster plan with associates. Replaced ballast in light fixture in office and 8 other bulbs. Moved the big tree and all the Christmas stuff to the back section of the basement. Caulked the gaps in the upstairs meeting room to try to seal out the wasps. Took a close look at the puppet theater, it will come apart easily if we need to move it. Replaced the standing post lamp at the edge of the parking lot after it was run over. At some point, if spring ever gets started, Greenscapes will be replanting the beds in front.

Friends of the Library

Heidi Sage reported that the Chili dinner made more than last year, \$2331 net profit after expenses. Flower sales were doubled. Next year is the 10th anniversary and they plan to do something special. The Library yard sale will be early June, the date is tbd.

Other Business

We need to bring the chairs from Hebron church sooner rather than later, there is enough room in the basement for the moment.

There was discussion about what to do with the puppet theatre. There might be some organizations that would like it. It will be removed in the coming weeks.

The 5- year plan update is due August 1 to the State. The plan will be presented to the BOD in May for approval if possible or discussion. We need to have new primary goals and objectives for each year. Bonita Burr will draft an update.

Check Signers for next 3 months are: April- Peg Clifton, May- Diane Heckel, June- Lori Rice.

New members were not voted on because there was no quorum.

The next regular Board of Directors meeting will be held on May 23 at 7 pm.

The meeting was adjourned at approximately 8:35 pm

Bonita Burr, Secretary