

Madison County Library -DRAFT
Minutes of the Board of Directors Meeting
May 23, 2018

Attendees: Board Members: Bonita Burr, Secretary/Treasurer, Diane Heckel, Cindy Pattie, Jill Quinley, Lori Rice, Susanna Spencer, Heidi Sage, Cynthia Taylor, Steve Wagner, Vice-President and Library Director: Bonnie Utz. Absent: Peg Clifton, President

Vice President Steve Wagner called the meeting to order at 7 pm.
He welcomed new member Cindy Taylor.

A motion was made to **approve the minutes** of the January, March and April Board Meetings, all members voted in favor.

Reports:

Bonnie Utz presented the **director's mission highlight**. She reported that all the Summer Program Flyers have been distributed and the initial sign-up will be held on June 2 from 12 to 1. She also mentioned that the staff at the Waverley Yowell Elementary School will be using our Summer Reading Program as a model for theirs. Great endorsement. The Give Local Campaign raised about \$5000 for the library.

The **Treasurer's Report** was distributed. Bonita Burr commented that our budget and our year-end expenses will be in line. Our library funding efforts have paid off and we have more income than we originally projected. A number of purchases are being made before June 30. A list was attached to the Treasurer's report. The issue of in-kind contribution from the County has still not been resolved.

Fund Raising: Susanna Spencer provided a list of contributors to the Endowment Campaign as of 5/22. She reported a 25% return rate on the letter drive. Thank you letters are being sent. \$20,000 was wired to the Vanguard Endowment Fund on May 22. These funds were matched by Chris Jacoby's donation of \$100,000 earlier this year. We need to make plans on how to thank our Donors, Susanna is looking for suggestions. She also reminded us of the offer made by the Free Clinic Director to hold an event for us to talk about tips for fundraising.

Grounds and Maintenance: Steve Wagner reported that the flower beds in the front will be replanted soon. The Foundation and Insulation work on the old building will start next week, it should take only 1 day.

Scholarship: Lori Rice reported on the Scholarship event. It was presented in May to Kailey Dean. There were total of 7 applicants. The Board questioned the scholarship policy: would it now be an annual event, would the funds always come from the Library account and would it always be the Chris Jacoby Scholarship? For next year it will be necessary to address this at the January meeting.

FOL: Heidi Sage reported on the Yard Sale to be held on June 2 from 8 to 12. Advertising has been extensive, hoping all tables will be taken this week. The FOL will have the summer book bag sale going on at the same time. The Board will sell maps. Cindy Pattie, Susanna Spencer will volunteer, Cindy Taylor will take photos.

It was also reported that there will be no Music on the Lawn this summer, Nancy Knighting has retired. We talked about finding another group or person to take it over, Steve will speak with Plow and Hearth.

These events were good fundraisers for the FOL. Suggestions were made for the library to do some evening events.

Old Business

Steve and Diane will pick up the chairs from the Hebron Church after the Yard Sale, they will let us know when so we can help.

There were no new suggestions with regards to the Puppet Theatre.

The Five-Year Plan was approved by the Board with one minor, two-word change to Goal 1, Objective 4 – Advocacy, second bullet. It now reads “contact, **as appropriate**, all

The annual review of the **By-Laws** is underway. Jill Quinley and Diane Heckel are reviewing. Bonita Burr is revising the wording with regards to the responsibilities of the Treasurer.

The first draft will be sent out by mid-June and the final draft by July 1. Any changes must be voted on and approved at the next meeting and it must be sent to the Library of VA by August 1.

New Business

The **salary and wages** review has begun. A proposal will be brought to the next meeting.

The Board agreed to give a **\$1000.00 scholarship** to a library employee who is leaving for College in August.

Cindy Taylor is heading up **Publicity and Promotion**, she will ask for volunteers when needed. She also plans to interface with other committees. She has a plan for a series of articles to be printed in the newspaper and will take photos at our events.

The **Annual Auction** will be held on Saturday October 6. Set up will take place September 15-16, the Silent auction will start on September 17. Cindy Pattie will co-chair this effort, so she needs another person or persons to work with her. Heidi Sage, Susanna Spencer and Bonita Burr will help as needed. We will ask Chris Jacoby if she would like to do it again. The Committee will meet after the Yard Sale.

The next meeting of the Board will be July 18, 2018.

The **Library Event Calendar** will be updated.

The meeting adjourned at 8:20.

Bonita Burr, Secretary