

**Madison County Library**  
**Minutes of the Board of Directors Meeting - DRAFT**  
**January 21, 2019**

**Attendees:** Board Members: Steve Wagner, Vice-President, Bonita Burr, Secretary/Treasurer, Diane Heckel, Heidi Sage, Cynthia Taylor, Jill Quinley, and Library Director: Bonnie Utz.

The meeting was called to order by Vice-President Steve Wagner at 7:05 pm.

**Election of Officers**

The Board nominated and elected Diane Heckel as President of the Board of Directors for the term of one year. Jill Quinley was nominated and elected as Vice-President for the term of one year. Bonita Burr was re-elected as Secretary and Treasurer for another year.

The Board approved the agenda and the Minutes of the November 14, 2018 meeting.

**New Business**

Charles Moncrief was present to provide information regarding 2 internet/wi-fi upgrades being considered by Library Director Bonnie Utz. Funding for both upgrades can be reimbursed in a large part by the Federal E-Rate Program thus making them a very useful for Library internet services.

1. Library wi-fi services building upgrade consists of hardwiring all rooms in the library for wi-fi. The Board voted to approve approximately \$12,672 dollars in funding for this upgrade, approximately 75% will be reimbursed to the library within the fiscal year. The funding outlay will be taken from the Contingency Money Market Fund.  
The application is being completed and the work will start in the new 2019-20 fiscal year.
2. Installation of fiber optics in the library. This upgrade is being considered to ensure 100% reliable internet and phone services. A large part of this will also be reimbursed by the Federal e-rate program. The Board agreed to table the decision to vote on the funding for this project because there was insufficient information on the breakdown and reimbursement of costs associated with the project. More information will be provided at the March meeting.

Director Bonnie Utz presented an update on her research on the Integrated Library System. She believes that the TLS (The Learning System) is the most appropriate for our library. This system is installed in Culpeper and Orange counties. The cost will be \$50,000 and payment broken down to \$10,000 a year for 5 years. After that we will only have to pay a maintenance fee. Training is included in the cost. The Board voted to approve \$50,000 to fund the purchase of an Integrated Library System. The funds will be allocated from a \$95,000 bequest recently received from a patron.

Treasurer Bonita Burr presented **the Treasurer's Report**. (attached) Noted by board members was the cost of the Fall Letter Drive mailings. Steve Wagner noted that the Fundraising Committee will now have data to determine whether the cost of the mailing is justified. The committee should also determine how many mailings per year are planned in order to budget for the cost.

**The 2019-20 Budget Funding** request was discussed. The Board is requesting \$143,600 from the County, \$11,628 increase from last year. The request is based on the 5-year plan with the Library of Virginia and is intended to bring us into compliance next year, one year past the deadline. The Board voted to approve the request.

A short discussion was held regarding where the library should invest additional revenue received throughout the year, ie \$\$ received once we have covered our budgeted operating expenses. Two major options are the Capital Investment Fund to finish the basement and the endowment fund. The Executive committee will meet and prepare a proposal for the next meeting. Several Board members expressed great interest in working towards completing the basement and installing the elevator.

**Director's report** – previously sent via e-mail. Bonnie reported that she has received \$1000 from the Madison Education Foundation for the Summer Reading Program. The grant stipulates that it should be used for 2 STEM Programs. Scheduling for the Summer Program has already started.

Bonnie pointed out that most libraries close on Martin Luther King Day and that our Library had very little business today, hardly to cover the cost of heating. Steve Wagner suggested that she revise the annual schedule of Library Holidays and bring a proposal to the Board.

**FOL** – Heidi Sage reported that the used book bag sale brought in \$319 in December. The Chili dinner will be March 15. Part of the proceeds from the dinner will be used to buy a modern sound system for library events.

#### **New Board Members**

We have 2 open board member positions.

Vice-President Steve Wagner spoke about the process for considering and accepting new Board Members. He proposed that applicant names be presented to the Executive Committee for follow-up and to keep track of potential candidate. Everyone agreed, so names of applicants to the Board of Directors should be sent to new President, Diane Heckel.

#### **Old Business**

The Annual Report was not discussed.

Steve presented a proposal for the **Patron Survey** that he and Bonnie had researched. It will be given out to patrons for 2-3 months so that we get enough information. Diane asked that we include a question regarding the basement completion. The Board agreed we should go forward with the Survey.

**The Scholarship application** is being prepared and will be submitted to the High School by Lori Rice.

#### **Check signers**

Diane Heckel will sign checks in February and Steve Wagner in March.

Board Members will be notified when new signatures are required for the bank.

The next meeting will be held on March 20, 2019 at 7 pm.

Bonita Burr, Secretary