

Madison County Library
Minutes of the Board of Directors Meeting – 2nd DRAFT
March 20, 2019

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

The meeting was called to order by President Diane Heckel at 7:00 pm.

The agenda was approved.

The minutes of the January 21 meeting were approved with the removal of the following sentence as suggested by Steve Wagner, “it would increase our monthly payment to Comcast by about \$4200.00 per year” because these numbers could not be verified at the time.

The Treasurer’s report was distributed and approved. The budget proposal to the County has been tentatively accepted but will not be final until sometime in April. Susanna Spencer asked for a breakdown of fundraising expenses. In April Bonnie and Gary will begin the process of estimating year end expenses and funding, to be sure that all budgeted funds are spent as required. Bonnie may have additional items to consider if there is any extra money.

The Library Director’s report was distributed. In addition, Bonnie mentioned the possibility of doing a play with the children in the Summer Reading Program, the theme will be “Show Time”. Bonnie reported that Charles Moncrief has changed the library web mail services to the Google Mail App. If the Executive Committee wishes to re-instate library e-mail addresses, they can contact Bonnie. Bonnie also distributed the 2019 Library Calendar having added some additional in-service days for training, special projects and catch-up.

The ILS installation will be complete by June. The dates as follows:

May 20. A beta system will be available

May 27, closed for Memorial Day

May 28, open

May 29, 30 closed for staff training

May 31 Grand opening with new ILS system

FOL - Heidi Sage reported the great success of the Chili Dinner, it netted \$2542.00. They sold 109 tickets.

Fundraising Committee – The report was distributed by Susanna Spencer. She added that she is doing an analysis of donations from the personalized letters vs the mass mailing letters to determine if the extra cost is worthwhile. Over all, the Fall fundraiser was a great success. We also discussed when is the best time to send out the fundraising letters, at the end of the summer before the Auction or wait until the fall/end of year timeframe. There are also options for a 2nd fundraiser for the Endowment Fund or for the Capital Improvement fund. We will look for suggestions from the Fundraising Committee. The next fundraising drive is the Give Local Piedmont in May. The Plow and Hearth has donated another \$1000.00 to the library.

Scholarship Committee- a report was received from Lori Rice. The applications were given to the MCHS in February, they are due on March 29. The Scholarship Committee will consider the applications. We proposed that next year the Scholarship include students applying to or attending Technical Schools.

Grounds and Maintenance. Steve Wagner reported that he has replaced light bulbs and ballasts.

Old Business

Fiber Optics

Additional information was provided to the Board regarding the Comcast installation of fiber optics as part of their Internet Business Services. After reimbursement by the Federal E-rate program the net increase for this service will only be \$300-400 per year. The Board voted in favor of this project.

Patron Survey

The survey is available in the library, on the website and on Facebook. Steve is hoping to get 200-300 responses before it is taken down. Board Members are asked to take the survey to other organizations so that we may get more input.

Annual Report - Steve Wagner would like to continue creating an annual report using numbers collected from the Bibliostat report and that shows yearly trends. This report is available to patrons and is provided to the BOS during the annual budget exercise.

New Board Members - We still have 2 open board member positions.

New Business

Diane, Bonita and Bonnie spoke to the Board regarding the re-allocation or re-investment of additional library funds that are not included in our Operating Budget and have not been committed to other projects. This decision depends on the priorities of the Board and Library management. Once taken, this decision will allow the bookkeeper and treasurer to deposit funds directly into the appropriate accounts.

Several options were discussed and the Board voted to allocate these funds in the following manner:

- \$5500 will be set aside to cover the upfront cost of the Fiber Optic installation.
- 5% of all additional funds will go automatically to the Endowment Fund.
- 5% will go towards a Contingency Fund with a maximum of \$10,000 and
- the remaining 90% to create a Capital Investment Fund for the completion of the basement.
- The Treasurer will work with the Executive Committee and the Endowment Committee to determine the best possible return on the Capital Investment fund, perhaps tying it in with the Endowment Fund.

Following this discussion, Susanna Spencer proposed using capital improvement funds to explore changes to whole building rather than existing, but tentative, ideas for using basement. This would include a review of other libraries' designs and ultimately, hiring an architect as first steps. Following discussion, an exploratory Building Committee was formed to start planning for the building/basement completion. Susanna Spencer, Cindy Pattie, and Diane Heckle signed up for this committee."

Check signers

Bonita will sign checks in April, Diane in May.

Upcoming meetings:

The next meeting will be held on May 15, 2019 at 7 pm. We will discuss the Auction and the Yard Sale.
The July meeting will be held on July 10, 2019 at 7 pm.

The meeting adjourned at 9pm.

Bonita Burr, Secretary