

**Madison County Library**  
**Minutes of the Board of Directors Meeting**  
**November 13, 2019 - Draft**

**Attendees:** Board Members: Diane Heckel, President, Bonita Burr, Secretary/Treasurer, Jill Quinley, Vice-President, Cindy Pattie, Heidi Sage, Karen Sterbling, Cindy Taylor, Lori Rice, Steve Wagner. Library Director Bonnie Utz and Board member Susanna Spencer were absent due to illness.

The meeting was called to order by President Diane Heckel at 7:05 pm. The agenda was modified and approved to include report from the Scholarship Committee and a payroll presentation from the Treasurer.

The Minutes of the September 11, 2019 meeting were approved as read.

**The Treasurer's report**, copies distributed, was discussed with some comments, questions. An error was found in the State Aid section of the budget vs expense report which will be corrected. Question was raised whether we are on track regarding expense vs budget. This analysis will be done with the December month end reports to coincide with the County Budget process. A payroll increase proposal was distributed. The proposal is in line with the 5% budgeted increase. A request to adjust an employee wage to reflect actual responsibilities was discussed and a minimum was approved. This proposal will be reviewed with Bonnie when she returns and she will ask Gary to review the numbers. This increase should be implemented in the first December payroll.

**FOL report - Heidi Sage.**

The FOL has received \$67.00 reimbursement from the Thrift Used Books. The bag sale will restart on Monday November 25. Used books are now being accepted.

**Fundraising – Susanna Spencer**

Susanna provided her report in writing since she was absent. She has invited FOL member Charlene Uhl to liaise with the fundraising committee to use her expertise. Discussion on fundraising centered on finding other fundraising options. Cindy Taylor would like to offer Literary Trivia programs.

**Endowment** was covered in the Treasurer's report.

**Grounds and Maintenance**

Steve Wagner is following up on the quote to improve duct work and insulation in the attic to improve the AC (it gets very hot in the upstairs meeting room) and to do some maintenance work on the side porch. He may have to find someone else to do this work.

**Old Business**

Cindy Pattie provided a 2019 Auction Review which gathered many comments and suggestions received about the Auction process. The Board will consider this information before planning next year's event.

## **New Business**

**The County Budget process for 2021-21** will probably start in early January. Our plan is to request an increase of the additional \$11,000 plus that the Library of Virginia expects us to get from the County. We do not anticipate any problems at this time. The Executive Committee will meet to review the Budget Proposal before it is presented.

**Scholarship Committee.** Lori Rice reported that the scholarship information should be in the schools by February 1. No changes made to the process.

**Re election of Board Members.** Heidi Sage will not sign-up for another term on the Library Board of Directors. The Board will elect officers at the January 2020 meeting.

## **New Business**

The Policy for the use of the library was not on the agenda but was brought forward by Cindy Taylor. The Policy for the use of the library should be discussed, reviewed and presented to the Library Board by the next meeting. It was proposed that all Board Members review the current policy and provide comments and suggestions to the Executive Committee by December 1. Jill Quinley suggested we read the book "Palaces for the People" by Eric Klinenberg.

A suggestion was also made that we research and discuss the following:

Gun Policy in the library- Cindy Taylor will research

Protocol to use Emergency e-mail voting when needed between meetings.

Board Member response to e-mails.

Check signers for November, Bonita Burr, December Diane Heckel and January, Steve Wagner. The next meeting will be held on January 15, 2020. The Board will elect officers.

The Meeting adjourned at 8:20 pm.

Bonita Burr, Secretary