

DRAFT
Madison County Library
Minutes of the Board of Directors Meeting
November 14, 2018

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

President Margaret Clifton called the meeting to order at 7 pm.

A motion was made to **approve the agenda and the minutes** of the September 12 Board Meeting. All members voted in favor.

President's Report: Peg proposed that we name the Endowment Fund – "Madison County Library, Inc. Endowment Fund" – all in favor.

The library will participate in the Dec 15, 2018 Holiday Market.

Bonnie Utz presented the **Director's mission highlight**. Peg Clifton volunteered to help out one Friday when Bonnie was sick and only one other employee was present. She kept the library open that day, yay Peg! She reported that Pam Nelson and Fran Roebuck are experts in Children's books. The 2nd hire will be on board as soon as possible. The Bibliostat report to the Library of Virginia is due November 21.

The Treasurer's Report. See handout

FOL: Heidi Sage reported that the Chili Dinner is on for March and Yard sale for June. They are trying to find a way to deal with old books.

Auction: Cindy Pattie reported on the Auction results. More \$\$ were raised than in previous years. Processes were improved using suggestions from all Board and FOL members. She is creating an Auction Notebook to keep track of everything. Next year we need an Auction clean up crew to take care of all post auction activities that tie up library staff for weeks after the auction is over. We will have people sign up for this.

We received only \$1490 in business donations, business donors are low. Only 39 or 75 donors were contacted. The live auction totals were increased.

Fund Raising: Susanna Spencer reported on Fundraising and reminded us to do our thank you letters. The annual letter drive will be done soon, looking into printer vendors. She will send out personalized letters for repeat donors. She would like to plan for a fundraising event in the spring.

Grounds and Maintenance: Steve, Roberta and Heidi are on this committee. The pad is prepared for the book shed. The shed will be 8 x 8 and cost \$1450.00. It will be used for book overflow, sorting and storage for the FOL members. We need to install lighting and shelves. Steve will talk to Greenscapes to either replant the beds in front of the library or remove them altogether. He also suggested making a low berm on the border of the parking area that can be moved when the parking area is increased. He will look into power washing the porch and the outside of the building. The contractors will clean the gutters.

The **Endowment Committee** reported that 25,700 will be invested in our Vanguard account

Publicity and Promotion.

Scholarship: Lori Rice will be working with the High School to prepare a \$1000.00 textbook scholarship for spring 2019. The committee will meet early January, submit to Guidance by Feb 1. The deadline is March 29. The ceremony is held in April. We need to provide more publicity, signage and info on the Library website. We would also like to broaden our potential pool of applicants, ie the Project Discovery Students sponsored by Skyline CAP. Immediate family of Board Members cannot apply. She will present an update at the January 2019 Board Meeting.

Old Business:

Steve and Susanna will work on an annual report for the January Board Meeting.
Recycling containers have been placed in the library and they have recycling stickers on them.

New Business

The **2019-20 Budget request** will be due in January. Bonita will meet with Executive committee, Bonnie and Gary in a timely manner.

The Board reaffirmed its interest in going forward with a **new ILS** system. More information will be provided in January as well as a financial projection over the next 5 years.

The library Board needs to consider its **top 3 budget goals** for the next 5 years, for example:

Building Maintenance

Basement expansion

ILS

Salaries

Wi-fi and IT improvements

Future of the Endowment fund

More information will be available in January as part of the Budget exercise.

Patron Survey – Steve and Bonnie will present a proposal for a Patron Survey in January.

Board of Directors – End of terms

Peg Clifton indicated her resignation from the Board as of December 2018.

Diane Heckel and Steve Wagner were voted to another term.

Election of new Officers will be held at the January Meeting.

The next meeting of the Board will be January 16, **2019**.

Bonita Burr, Secretary