

Madison County Library
Board of Directors
Meeting Minutes (draft)
April 20, 2022

Attending: Charles Carter, Lorie Davis, Pat Fray, Joe Goodall, Diane Heckel, Supervisor Jim Jewett, Gary Jones, Jill Quinley, Cindy Taylor, Bonnie Utz, and Steve Wagner
Absent: Katy Cashman and Lori Rice

Diane called the meeting to order at 7:02 PM.

Charles moved that the draft minutes of our February meeting be approved as presented. Jill seconded and the board approved the motion.

Diane informed the board that Nick McDowell had resigned. She called on Pat Fray to nominate someone to fill his seat on the board. Pat presented Tracy Tanner Bond's curriculum vitae and nominated her to the board. Joe seconded and members present voted in favor of her joining the board.

Library Director's Report:

Statistics - Circulation: 29392, 178 new Patrons, 1,588 new titles, 8,175 wifi sessions, and 659 patrons updated

Activities - We have been shifting the Large type section, mini-series, and non-fiction DVD's in anticipation of the new shelving arriving the last week of April. We will be closed for at least 4 days possibly a week if the shelving arrives. Marcus, one of the library's staff, arranged an egg hunt and purchased the candy on his own.

Upcoming - School groups:

- April 22, 2 groups of Pre-K groups are coming for introduction to the library
- May 6 – Go to the Primary school to promote SRP
- May 9 – The entire Kindergarten class all day at the library (4 groups)
- May 10 – Waverly Yowell all Lunches.

The Boys and Girls Club are displaying Hats for the Derby May 2-23rd

June 7th – Registration and Book Give-a-way

June 14th – Paws to Read (dog visits)

June 16th – Spinney Johnson 11:00 (former Harlem Globetrotter)

June 20th – Staff Workday (Juneteenth)

June 21st – Paws to Read 10:00

June 22nd Goodlife Theatre- Recycling Pirates 11:00 (puppets)

June 28th – Paws to Read 10:00 Bright Star Play "Little Mermaid"

July 4th – closed

June 5th - Paws to Read 10:00

July 7th – Uncle Henry- The Nature of Things with Wings 7:00pm

July 12th – Paws to Read 10:00 Party Magic w/ Wes Iseli 7:00pm

July 19th –Paws to Read 10:00 Science Guys 7:00

July 28 - Bright Star Theater “Treasure Island”

July 31 – Hoover Ridge Book Give-a-way

Aug 3 – Library Closed for End of Summer Super Fun Day–water slides and snow cones 10-12

Treasurer’s Report

Gary reported that there were a little more than 60 days left in the fiscal year and he thought remaining funds were sufficient to finish the year. He reported balances of \$23,466.15 in the Annual Letter Drive, \$4,043.10 in state aid funds, \$3,850.07 in the Friends of the Library, and \$4,779.40 in local and donated funds.

Jill reported that **Friends of the Library** were planning a Fall yard sale and were hoping to use the funds they raise for shelving in the youth book room.

Steve, reporting for **Grounds and Maintenance**, shared that Jim Smith would be installing the new shutters in the next two weeks. He also shared that he would like to hardscape under the new table and chairs donated by Plow and Hearth and install a canopy over them. *Charles moved, Pat seconded, and the board approved a motion authorizing Steve to proceed with his plan.* Bonnie asked about the possibility of a larger, more permanent sign on Main Street where the library could announce upcoming activities. After some discussion *the board suggested she contact Steve Grayson to see if the Rescue Squad would have a sign they could give to the library.*

Steve asked about the timeline for the **fundraising letter**. Gary said that having the donated funds available by the end of August helps the library’s cash flow. *We decided the letter should be at the printing company by July 1 so it can be mailed by the middle of July.*

Cindy presented a draft Sick/Personal Leave Policy for library staff. She stated that there is currently no policy in place. The Board members reviewed the draft and agreed we should go forward with it. *The Board asked Cindy, Gary, and Bonnie discuss the questions proposed at the end of the draft, refine the policy to reflect their answers to those questions, and present the revised policy to the Board for approval.*

Lorie D reported on the library’s Five-Year Plan. She shared that under Goal 1: Governance the Board is on schedule review the bylaws this year as required by Objective 1. Under Objective 2 we have not done an annual Director’s performance review since 2019 but should do one annually. Under Objective 3 we need to do a Board Self-Assessment this year. *Steve said he had a copy of the last self-assessment and will distribute it to the current board for a new self-assessment.*

Under Goal 4: Human Resources Objective 1: Personnel Policies the Library Director needs to complete performance evaluations on employees. Under Goal 6: Facilities Objective 2: Disaster Plan: we should do an annual review. *Steve suggested and the Board agreed that October would be a good month to meet that objective each year.*

Diane presented the proposed bylaws. Several of the suggested revisions were modified by the Board. *Diane said that the bylaws with the suggested changes would be sent out before the next meeting and considered by the Board for approval then.*

Our next meeting will be on June 15, 2022 at 7 PM.

Steve moved, Lorie D seconded, and the Board agreed to adjourn the meeting at 8:45 PM.