

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

Attending: Charles Carter, Pat Fray, Joe Goodall, Diane Heckel, Gary Jones, Jill Quinley, Tracy Tanner-Bond, Cindy Taylor, Bonnie Utz, and Steve Wagner

Unable to Attend: Katy Cashman, Lorie Davis, Supervisor Jim Jewett, Lori Rice

Diane called the meeting to order at 7:07 PM.

Steve moved, Cindy seconded, and the Board approved the minutes of our June 15, 2022 meeting.

Librarian's Report:

Library Statistics 7/1/21 thru 6/30/22

Circulation totals: 39,568

Added 289 new Patrons

Updated 1,160 Patrons

Overdrive e-book usage: 5,703

WiFi usage: 1,657 sessions

Titles added: 2,057

Library Statistics 7/1/22 thru 7/19/22

Circulation totals: 2863

Added 14 new Patrons

Updated 96 Patrons

Overdrive e-book usage: 316

WiFi usage:

Titles added: 111

Activities

I worked a deal with Gaylord for the shelving, it would take 8-10 months to get a complete replacement order, and so their wish was to send us replacements for the parts needed. A more labor-intensive solution but certainly quicker in the long run. Gary and I are going to be going thru the order on Friday to see what is needed for replacement.

We have had 157 children sign up and participate in the reading program and 463 attended the individual programs. Gary and I are working end of the year reports for the state.

Upcoming

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 Superfun –water slides and snowcones 10-12 AM

Bonnie asked for the board's advice concerning purchasing an ad for the library in the Sheriff's calendar. Charles moved that the library buy a \$250 ad in the Sheriff's calendar using the information on the new patron card and requesting at least 12 calendars to the library. After Tracy's second, the board passed Charles's motion.

Bonnie shared that she has limited Notary services to two hours a day, from 2 PM to 4 PM. The public's request for Notary services were becoming so frequent that they were preventing her from getting to other duties.

She said a book give away is planned for July 31 from 3 to 6 PM at Hoover Ridge. Cindy volunteered to help.

Bonnie reported that the Madison County Board of Supervisors had increased the county's contribution to the library by \$8,000, the Town of Madison contributed \$1,000 and the State of Virginia increased their funding by \$4,000.

Jill reported that **Friends of the Library** plans a yard sale for October 8 with October 15 being a rain date.

Treasurer's Report: Gary reported end of the July 1, 2021 to June 30, 2022 fiscal year balances of \$5,742.47 in the operating account, \$4,464.59 in the Friends of the Library account, \$18,204.00 in the Donations account, and \$23,612.45 in the Annual Letter Drive account.

Steve reported for **Grounds and Maintenance** that the shutters were up. He said he had not had any contractors return his requests for bids to hardscape an area for table and chairs donated by Plow and Hearth.

Cindy presented a proposed Sick Leave Policy for library personnel. Diane asked how many hours would be considered a day in accumulating 30 days maximum of sick leave. Steve moved and Jill seconded a motion to approve the proposed sick leave policy with the addition of the definition of day as being 8 hours. Board members approved the motion.

The board decided to provide wood this Fall for Teresa in appreciation of her many years of cleaning the library.

Charles noted that Tracy was listed as Nancy at the beginning of the Five-Year Plan. Steve moved that the Board approve the Five-Year Plan with that one correction. Jill seconded and the board approved the corrected plan.

Cindy asked if we wanted a committee for public relations. Steve volunteered to work with Cindy.

Cindy presented a summary of matters discussed by the members of the expansion committee. After much discussion about the need for an elevator and the need to have a plan to present to the public before starting fund raising appeals, Bonnie volunteered to email the Library of Virginia about consultants or architects available to assist libraries planning to expand or remodel.

Our next meeting will be Wednesday September 21 at 7 PM.

Tracy moved that we adjourn at 8:45 PM, Cindy seconded, and the board concurred.