

Madison County Library
Board of Directors
Meeting Minutes (draft)
July 21, 2021

Attending: Charles Carter, Katy Cashman, Pat Fray, Joe Goodall, Diane Heckel, Gary Jones, Jill Quinley, Susanna Spencer, Karen Sterbling, Cindy Taylor, Bonnie Utz and Steve Wagner
Absent: Lori Rice

Diane called the meeting to order at 7:08 PM.

The Minutes of the Library Board meeting on May 19, 2021, were approved by the board following Steve's motion and Jill's second.

The Treasurer's Report. Gary presented two reports.

The first reported Library funding of \$286,135.46 and library expenses \$259,349.62 for the fiscal year ending June 30, 2021. The library spent all the \$53,295 in State Aid it received.

His second report covered the period from July 1 through July 20, 2021, and showed \$15,708.70 in funding and \$7,626.01 in expenses. The library received State Aid totaling \$13,510.50 and had spent \$609.44 of it.

Gary reported that two thirds of the cost of upgrading the wireless network at the library was paid from e-rate funds collected by the state.

The Library Director Bonnie reported that the library is open from 10 AM until 5 PM Monday through Friday and from 10 AM to 2 PM on Saturday each week. 55 craft and literacy kits have gone out. There have been 340 attendees at summer programs with one program still to come. The library gave children approximately 130 bags of books in June. There were at least three books in each bag. The library has added a new online resource called Just for Kids with thousands of videos that are safe and appropriate for preschool through middle school children. The library recently acquired complete DVD miniseries for seasons of Game of Thrones, The Handmaids' Tale, Monk and many others. These are available for two-week loans.

Bonnie shared that she is thinking about applying for a grant under American Rescue Plan for a sign for the library. She said the grant applications are due August 30.

Jill reported that the **Friends of the Library** plans a yard sale for October 16 at 9 AM. The rain date is October 23. She said the group will meet July 22 at 9 AM to plan the sale. Diane asked if the library board members could get FOL minutes. *Jill said she would request that FOL send the minutes.*

Steve recommended that the board contract with Jim Smith to paint the exterior of the library and replace the shutters. The estimated cost is \$13,300. The estimate does not include painting the gazebo and shutters or the time and labor to make minor repairs to the surface before painting.

Charles moved that the board contract with Jim Smith to paint the exterior of the library and replace the shutters. Pat seconded and the board approved the motion.

Steve shared Southern Air's quote of \$10,881 to replace the air conditioning unit that serves the front part of the library. He said Southern currently has the maintenance contract and has responded quickly when called. *Jill moved that the board ask Steve to get a second quote from Duct-Rite.* Board members noted that Duct Rite is a local business and has been supportive of the library's fund raisers. *The board approved the motion following Susanna's second.*

Susanna shared that our annual letter appealing for funds is at Express Printers. Dominion will handle preparation for mailing and mailing. The letter will be sent to all postal patrons in Madison County.

Susanna, Jill, Pat and Charles will meet about possible fundraising events.

Cindy stated that an article about this year's **Library Scholarship** recipient should be in the Madison Eagle soon.

Cindy shared that she Karen and Lori requested sick leave policies from Amelia, Orange, Rappahannock County libraries and the Jefferson Madison Regional Library. She said the libraries they contacted were most helpful, but their sick leave policies varied greatly. Bonnie suggested they contact Kim Armentrout at the Library of Virginia. Kim is the liaison for Virginia's 22 independent libraries.

Diane, Susanna, Steve, and Gary agreed to serve on the Finance Committee.

Diane asked that the Expansion Committee meet at a time that suited its members.

Diane announced that our next meeting will be September 15, 2021 at 7 PM.

Charles moved, Pat seconded, and the board agreed to adjourn at 8:30 PM.

Interim Board Action

On August 3, 2021 Steve emailed board members Duct Rite's quote of \$7,455 for the air conditioner unit replacement and \$465 for an annual maintenance agreement. In his email he wrote, "Duct Rites quote is good for 30 days and they have the equipment available. After reviewing the numbers and timing, Charles and I feel that we should go forward now with Duct Rites quote for installation of the new unit and commit to Duct Rite for the maintenance on the whole system. We feel that waiting until our next board meeting for a decision would open us up to possible higher pricing and longer lead times."

Diane asked board members to respond by email. The Grounds and Maintenance committee's motion, which Steve presented, was approved.

