

Madison County Library
Board of Directors' Meeting Minutes (draft)
March 24, 2021

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

Election of Officers for 2021

Diane called the meeting to order at 7:03 PM and asked Steve to lead the board officer elections. Steve nominated Diane to serve as President for another year, Lori seconded his motion and the board elected Diane as President.

Steve nominated Jill to serve as Vice-President for another year, Cindy seconded his motion and the board elected Jill as Vice-President.

Joe said he would be willing to serve as Secretary. Steve treated his volunteering as a nomination and seconded it. The Board elected Joe as Secretary.

Steve nominated Gary to serve as Treasurer for another year, Pat seconded his motion and the board elected Gary as Treasurer.

The Minutes of the November 18, 2020 Library Board meeting were approved by the board following Charles's motion and Steve's second.

The Treasurer's Report was presented by Gary. He presented several reports detailing receipts and expenses from July 2020 through February 2021. He also presented a financial forecast for the final quarter which showed expenses being \$574.45 less than income by June 30, 2021.

Steve asked if the library staff was planning to send postcards encouraging Madison citizens to donate to the library during the Give Local Piedmont online giving day in May. After some discussion, *the board's consensus was do not send the postcards but focus our fund-raising expenses on the Fall letter to the community.*

The Library Director reported that the Board of Supervisors had finished one budget workshop and currently are allocating \$8,500 more local monies to the library for the next fiscal year. She explained that 7 years ago the library had been put on probation by the Library of Virginia for lack of local funding of the library. She reported that the locality is expected to provide 2/3 of the library's support and the state will provide a third. The state's support must be used for things that patrons use such as books and databases. She said that Craig County's library recently lost state support due to lack of local support. *Jill asked Bonnie to send board members the state's funding formula and Bonnie said that she would send it by email.*

Bonnie reported that Charles Moncrief has almost finished wiring the four upstairs rooms. When he is finished the library's wi-fi will reach Main Street.

She also reported that students may now borrow books from the library's Overdrive system using their student ID. 48 students have borrowed using Overdrive.

Lori reported that the **Scholarship Committee** is receiving applications through the library's website. She reported that the committee was pleased to be able to offer a scholarship this year since some organizations in the county were not able to fund one. The deadline is April 30, 2021.

The Friends of the Library reported less activity this year due to COVID restrictions and library closures. Total income for the year has been \$845. They purchased outside benches for \$370 leaving a balance of \$470.

The **Fundraising Committee** reported \$51,125 raised to date. The amount compares quite well with the \$25,850 raised during fiscal year 2019-2020.

Steve reported that he has been installing brighter LED lights in the basement for the **Grounds and Maintenance Committee**. He reported that he would estimate the cost to paint and repair the exterior would be about \$20,000. Jill asked if the porch was structurally safe. Steve responded that it was safe but could use some work to improve its appearance. *Diane asked Steve and Charles to get some estimates from contractors for the painting and repairs to present at the board's next meeting.*

Diane reported that an updated five-year plan would need to be approved at our May meeting. She said the state was now using a one-page format for the plan. *She asked Steve and Katy to work on updating the five-year plan for presentation to the board in May.*

Diane reminded board members that as a part of our self-assessment we should be involved in continuing training. She encouraged members to register for the online course Short Takes for Trustees at [LDND InfoCenter - Short Takes for Trustees \(virginia.gov\)](https://www.virginia.gov/ldnd/infocenter/short-takes-for-trustees). Once a member has viewed each of the ten 8-to-10-minute video trainings from beginning to end and marked the segment completed that member will receive a certificate from United For Libraries. *Diane asked board members to bring their certificates to her for documentation of our continuing training.*

Bonnie presented each board member with a copy of Virginia Public Library Trustee Handbook: Governing Boards, Fourth edition, revised 2019. She noted that reading the handbook would also count toward our continuing education.

Karen asked if a place might be created where all Library Board documents might be stored and accessible only to board members. After some discussion, no action was taken.

The next board meeting will be May 19, 2021 at 7 PM.

Steve motioned, Jill seconded, and the board agreed to adjourn at 8:30 PM.

Minutes by Joe Goodall, Secretary