

Madison County Library
Board of Directors Meeting
Minutes (draft)
January 24, 2024

Attending: Charles Carter, Katy Cashman, Sam Cate, Joe Goodall, Diane Heckel, Jim Jewett, Gary Jones, Ruth Miles, Jill Quinley, Kate Rakowski, Cindy Taylor, and Bonnie Utz

Unable to Attend: Tracy Tanner Bond and Lorie Davis

Opening:

The January 17 2024 Board meeting was rescheduled to the 24th due to very cold and icy conditions on the 17th.

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

Charles moved for the approval of the November 15 draft minutes, Ruth seconded, and the board approved them.

Library Director's Report

Library Statistics 7/1/23 thru 1/15/24

Circulation totals: **24,841**

Overdrive e-book usage: **3906** by **203** patrons

Patrons Added: **97** Adult **31** Child

Updated Patrons: **842**

WiFi usage: **6213** sessions spanning **2704** hours by **1080** unique visitors

Titles added: **896**

Update

Since our last meeting, the staff and I have been busy. We have had 12 story times, 12 visits to the Early Learning Center, 3 to the Head Start Classes at the Primary School.

The Medicare Program with Nancy Williams was attended by 7 individuals and was both informative and I saw 2 people that had never been to the library before.

Gary and I completed the Bibliostat report for the Library of Virginia. That report took about 40 hours to complete. We also turned in the budget request to the Board of Supervisors.

Barry Trott and Aaron from WeareInflux.com plus Fran and I have spent hours working on the new website. Fran and I will be taking training classes this week in order to maintain and manipulate the website. Doreen Jenkins gave us some pictures that can be used as background for the main page. Laura DeBoer supplied the color numbers for our logo that she created years ago. I will let you know when we are able to go live with the website and everyone will be able to see it.

Activities

The Fraud Seminar was held at 2:30 PM on Wednesday the 17th. Deputy Danny Carpenter spoke. My thanks to the board members who attended.

Fran and I are working on removing worn books from the children's section.

Fran and I will be starting to work on both the coding programs and the summer reading program coming up.

Gary and I will present the library's proposed budget to the Board of Supervisors at 9:05 AM at their February 15th Budget workshop meeting.

Treasurer's Report: Gary reported the July 1, 2023 to December 31, 2023 account summary. The library received \$215,903.89 in income for the period. Expenses for the period were \$153,130.99. Aid from the Virginia State Library was \$34,012.67 with \$34,612.23 already expended. Friends of the Library's balance is \$4,456.23. Donations total \$42,048.25. The annual fund-raising letter response to date totals \$29,245.30 donated less \$4,798.76 in printing and mailing expenses for a net of \$24,446.54. Gary noted that the library had received \$18,714.17 in state aid on January 11, 2024.

Gary shared that the IRS now required that any organization preparing 9 or more W-2s had to submit them electronically. He reported that he had purchased Adams Tax Forms from Staples which allowed him to print the W-2 forms and electronically file them to IRS.

Jim noted the Vanguard Brokerage line in the treasurer's report and asked about it. Diane and Bonnie reported that it had been given with instructions about when and how it could be used. Charles moved that Bonnie and Diane search Board records and present to the Board at our next meeting documents relative to the establishment and use of the Vanguard Fund. Kate seconded the motion, and the Board approved it.

Committee Reports:

Jill reported that **The Friends of the Library** event on December 9 featuring the Madison Forensics team went well and raised a good amount of money for the team's travel fund. She reported that FOL suggested solar lights for the library sign. Katie noted that the lights should be placed in a mulched area around the sign to ease mowing. Sam noted that solar lighting does not last long in the winter. Jill said that FOL is planning a program around International Women's Day, which is March 8. Reporting for the **Grounds and Maintenance Committee** Charles noted that the track for holding letters is still loose. Kate said she has contacted the company several times with not results. Kate noted that we had paid the bill and might have trouble getting any response. Someone wondered if we might find a lawyer who would donate time to draft a letter to the company on the Board's behalf.

Bonnie asked if Building and Maintenance would investigate ways of making the interior of the library warmer.

Reporting for the **Expansion Committee**, Cindy shared a list of stakeholders that she had already talked about coming to our next meeting with David Puckett, of FPW Architects. Cindy said she will contact Mr. Puckett and secure several dates when he can meet with us. She will then share those dates with the board and the stakeholders to set a date for our next meeting.

New Business:

Diane announced that the Director review and Board self-evaluation will be covered at our next meeting. She asked that Board members complete the evaluations and be ready to share at our next meeting.

Bonnie asked the Board for their thoughts about paying employees for Federal holidays. After several questions from the board could not be answered, Joe moved that we table the request and ask Bonnie and Gary to return to our next meeting with a more detailed proposal answering questions about the cost, who would be eligible, and fairness to all employees. Kate seconded the motion, and the board passed it.

The Board also tabled Bonnie's question about paying an employee for unused leave near the end of the year.

A list of the Board's 2023 Committee members was circulated around the table during the meeting so Board members could modify their committee assignments. Upon completing its circuit around the table, it was given to Joe who noted that no one had volunteered for the Nominating Committee. The consensus of the Board was to leave the committee unfilled for now.

Also, the consensus of the Board was to create the Endowment Fund Committee. Charles, Katy, and Sam volunteered to serve on the Endowment Fund Committee.

Diane reported that Dr. Lorie Davis had resigned from the Board. Lorie's term ends December 2025. We need to nominate someone to fill the remainder of her term. Diane asked each Board member to think of people who would make a good board member and come prepared to share that person's name at our next meeting.

Kate moved that the current board officers Diane as President, Jill as Vice President, Joe as Secretary and Gary as Treasurer be reelected for 2024. Charles seconded the motion, and the Board approved it.

Our next meeting will be Wednesday March 20, 2024 at 7 PM.

Charles moved, Ruth seconded for adjournment and the meeting adjourned at 8:35 PM.