

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

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

Unable to Attend: Sam Cate and Jim Jewett

Opening:

The meeting was moved from the third Wednesday in July to the fourth Wednesday because the Fireman’s Parade was held July 17 at 6:30.

Diane called the meeting to order at 7:12 PM.

Jill moved for the approval of the May 15, 2024 draft minutes. Ruth seconded her motion for approval and the board approved the minutes as presented.

Library Director’s Report

Library Statistics 7/1/24 thru 7/24/24

	<u>FY 23-24</u>
Circulation totals: 3,436	48,007
Overdrive e-book usage: 486	7,642
Patrons Added: 14 Adults 7 Children	195 Adults 90 Children
Updated Patrons: 97	1,586
Wi-Fi usage: 727 sessions	9,846 sessions
Titles added: 136	1,856

Update

We have had an extremely busy summer at the library. Our programming has garnered us **1003 attendees so far**. We still have the End of Summer Blowout to go. We have cancelled the Blowout for the 24th of July and have rescheduled it for July 31st. Raining for 3 days plus 150 kids will turn our front yard into a mud pit.

We will then have an opportunity to assess how it went and what we can do for the future.

I will be asking for help with supervising. We are looking forward to an active, productive June and July. All are welcome to drop in during programs.

Treasurer’s Report: Gary reported the July 1, 2023 to June 30, 2024 account summary. The library received \$360,460.89 in income for the period. Expenses for the period were \$322,223.00. Aid from the Virginia State Library was \$71,531.72 with \$71,531.72 already expended. Friends of the Library’s balance is \$2,973.75. Donations total \$48,048.61. The annual fund-raising letter response to date totals \$30,374.37 donated less \$4,798.76 in printing

and mailing expenses for a net of \$25,575.61. Architectural fees were \$4,695.00.

Committee Reports:

Jill reported that the **Friends of the Library** expended \$600 for the new cushions in the library's chairs. She asked Bonnie about movies for public showings and Bonnie reported that the fees would range from \$300 to \$600. The board discussed movies for public showings, but no recommendations were made. FOL also secured coupons for prizes for the summer reading program. They are planning their annual yard sale for October 5 with October 12 serving as a rain date. Jill stated that FOL is asking for tables for the sale and pickup trucks that could be loaded on Friday evening and unloaded at the sale site early on Saturday October 5.

Reporting for the **Grounds and Maintenance Committee** Charles stated that the old metal library sign has been removed. He noted that the two porch lights are out and shared that it had been suggested that the steps to the porch and the walk to the parking area be better lighted. The board recommended he look into solar lights along the walk.

Jill reporting for the **Fundraising Committee** stated that they planned to draft this year's appeal letter in time to have it printed and mailed by Labor Day which meant it needed to be at the printer by the middle of August.

Ruth presented the **5 Year Plan Committee's** suggested format for the 5-Year Plan for next year. The revision reduced the number of goals from 8 to 3. It did a lot of consolidating of Objectives/Action Items. It added a column for the evaluation of each Action Items. Ruth asked the board to study the proposal looking for ways to further improve it. Diane suggested that Bonnie check with the Virginia State Library to make sure the revision will be acceptable to them.

Katy Cashman reported that the **Endowment Committee** had met on July 10 and recommended that the board establish a minimum total balance the endowment fund should reach before funds from its interest or dividends might be used. The committee was divided between \$750,000 and \$1,000,000 as minimum amount. Charles moved and Katy seconded that the board establish \$750,000 as the amount the Endowment Fund should reach before any funds be used from it. The board approved the motion by voice vote.

Bonnie, reporting for the **Expansion Committee** shared Dave Pucket's rough floor plans for the expansion using the basement space. After viewing the plans, the board wanted to ask him if the project could be done in stages. The

board would like to see if he could attend an additional meeting to answer questions.

Cindy reported that the **Scholarship Committee** had met and would like to see four changes to the scholarship application and evaluation process. First, require completed applications one week earlier. Second, use the school's common application. Third, agree on and write down evaluation criteria before beginning evaluation of applications. Fourth, do blind evaluations by redacting the names of applicants before evaluating. **The board concurred with the committee's changes and would like for them to implemented beginning in the 2025 scholarship cycle.**

Old Business

Bonnie presented her proposed policy for animals allowed in the library which is shown below.

Madison County Library ANIMALS IN THE LIBRARY POLICY

To prevent possible damage to library facilities and property, and possible injury to library users and staff, animals are not permitted in Madison County Library, except for:

- 1) Animals included in library programming, as determined by the Library Director or designee and pre-approved by the Library Director or designee, who shall provide such approval on a case-by-case basis.
- 2) Service animals as defined in accordance with the Americans with Disabilities Act, 2010 Revised Requirements: Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Virginia state law does require a service animal to be identified as such, with a harness, vest, or blaze orange leash. Handlers are expected to clean up after their animals while the animal is on Library premises

Examples of service work include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. **Dogs**

whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA or Virginia laws.

In situations where it is not apparent, MCL staff are permitted to ask a library user if their animal a) is a service animal and, b) what work or task the service animal has been trained to perform.

CONTROL OF SERVICE ANIMAL

A service animal must be under the control of its handler. A harness, leash or other tether should be used unless:

1. A disability prevents the handler from use of a harness, leash or tether; or
2. The harness, leash or tether would interfere with the work of the service animal. In such cases, voice control, signals, etc. must be used.

REMOVAL OF SERVICE ANIMAL

The MCL staff may request that a service animal be removed from the facility, and further deny access, if the animal:

1. Is out of control and the handler cannot regain control of the animal.
2. Is not housebroken.
3. Poses a direct threat (to include threats from parasites present on the animal to the health and safety of others.)

Adopted by Madison County Library Board of Trustees July 24, 2024

Cindy moved that the board approve the Animals in the Library policy as presented. Kate seconded her motion, and the board approved it by voice vote.

New Business:

Diane noted that the board will need to elect new board members to begin serving in January 2025. She asked the board to have potential board member names in mind for our September meeting. She asked members to consider serving on the nominating committee. She noted that the board will need to elect our new members in November, and it would be most helpful to have a slate of members who have agreed to serve in place before the November meeting.

Ruth suggested that Mary Anne Hankla and Pamela Schaefer be considered for board membership.

Our next meeting will be Wednesday September 18, 2024 at 7 PM.

Ruth moved and Charles seconded for adjournment.

The meeting adjourned at 8:50 PM.