

Madison County Library
Board of Directors Meeting
Minutes (draft)
January 15, 2025

Attending: Charles Carter, Cindy Taylor, Ruth Harbin Miles, Mary Anne Hankla, Cheryl Yowell, Sandra Nowell, Diane Heckel, Gary Jones, Bonnie Utz, Sam Cate, Molly Walters, Kate Rakowski, Jill Quinley.

Unable to Attend: Jim Jewett

Opening:

- Diane called the meeting to order at 7:02 PM.
- Charles asked to add the Ad-Hoc grant committee to the agenda.
- We all introduced ourselves for the benefit of new members
- Ruth moved and Charles seconded to approve November 20, 2024 minutes. All approved.
- Kate moved and Charles seconded to reelect the current slate of Officers - Diane Heckel as President, Jill Quinley as vice president, and Gary Jones as Treasurer, All approved.
- Charles moved and Sandra seconded electing Kate as secretary. All approved.

Library Director's Report: Bonnie

Library Statistics 7/1/24 thru 1/20/25

Circulation totals: **17,829**

Overdrive e-book and audio usage: **4,410**

Patrons Added: **107 Adult 26 Child**

Updated Patrons: **539**

WiFi usage: **6,109 sessions for a total of 9,706 hours**

Titles added: **898**

Update:

- It's been quite an adventure here at the library the last couple of weeks. We had 2 good days back at work after Christmas before the snow hit. We were off for three days for that plus that Saturday.
- While we were off for the snow, our furnace went down and they could not repair it until last Wednesday. It maintained a balmy 52 degrees in the office. Bonnie brought in a space heater and we used the one from the reading room so that we could work. It has been fixed at a price of \$1771.68.
- Gary and Bonnie worked both Saturday and Sunday along with the rest of the week to prepare and send both the Madison County Budget and the Bibliostat report for the Library of Virginia. They were due on Friday the 17th. For the new members the State report is a 700 question statistical report that involves all aspects of our library, both financial and collections.
- Fran and Bonnie have started to work on the Summer Reading Programs. Getting acts lined up early is key.

- There was recently a gentleman loitering outside the back door. Bonnie made an incident report. This has happened before. Also, there was a car hit in the parking lot today and the person who hit it left without reporting.
- To make sure to keep everyone safe will be getting cameras outside the back door, side walkway, the parking lot and the front door. They will send notifications to Bonnie's phone and will be solar powered. Unknown annual maintenance charge.
- Bonnie will update the list of officers with the Library of Virginia.

Treasurer's report: Gary

- Donations came in over holiday break. They are about on par with last year's donations. All of the end of the year paper reports went out. All W2s and 1099s have to be filed electronically if there are 10 or more so Gary did our 11. The SCC update report needs to have officers changed.
- Charles asked about the "balance of assets" and the checking account and should we roll these two together.
 - The balance of assets category contains the maintenance fund and contingency fund. They are available when needed. So no change needed.
- Report accepted by all.

Committee reports

Heads of committees explained their committee as they did their reports.

FOL - Jill

- Jill is the Friends of the Library liaison. The Friends serve several functions. First is fundraising, including helping with the book room upstairs, and book sales. They also use some of their funds to fix up things around the library.
- They hosted an open house in Dec with the Forensics club. Board members are expected to attend these types of functions. Donations amounted to \$425.
- FOL is looking to update the bathroom.
- They are open to ideas from the board for future functions.
- Thinking of another author fundraiser in the spring.

Grounds and maintenance - Charles

- There were two things that Bonnie took care of in house: furnace & cameras
- This committee has recently done the sign out front, lights on the sidewalk, cleaned the building, cut back the trees.
- Gutters on the back of the building have been replaced for around \$450.
- 30 new Interior lights were replaced. Charles will replace soft lights with clear ones as they burn out.

Fundraising report -

- The Fundraising committee does several fundraising events including the letter writing campaign.
- Fundraising letter went out to every resident in Madison county last fall.
 - It had a net profit of about \$30,000

Five year plan -

- This is the committee who writes the plan required by the state to be filed yearly that indicates where the library wants to be in 5 years.
- The committee recently did an extensive rewrite of the goals to simplify to 3 goals and clarify timing, responsible people and action steps.
- Ruth handed out the working document.

Library expansion committee -

- This is the group planning the finishing of the basement of the library. We have had an architect drawing up tentative plans based on measurements and feedback from the staff, board, and community. We want to move the children's section, have tutoring rooms, internet connected rooms, and maybe a performance and/or meeting space.
 - Cindy has been the point person in touch with the architect, Mr. Puckett.
- We would prefer to get funding ahead of time than to be in debt so we are applying for a grant.
 - When we get to the stage of asking for funding in general, we would need a rendering and we would need to pay to have that done.
- We need to market the idea of the expansion throughout the community and with potential large donors.
- Mr. Puckett will attend the March meeting. We have a lot of questions for him including the cost for working plans and/or a rendering as mentioned above.

Walter & Ava Thompson grant ad hoc committee

- Ruth and Charles make up this committee.
- We want to get them to fund the elevator construction and all the costs associated with building it.
- The committee wrote a letter which was reviewed by the board.
- Ruth and Charles have been in touch with the grant folks and think it's very simple and we should be very quick to send in our application to show we are serious and we need the money asap.
- Much discussion ensued about whether we need specific working plans, whether the documents from Mr. Puckett contain enough detail, and other aspects of applying for this grant.
- Charles will check with Steve Greyson, the point person at the grant committee, about whether we need the extra detailed working plans at this time.
 - It doesn't seem so from the grant application.
- We would like to contact someone from the VFW who has already received funds from this grant to find out what they included with their application.
- Charles moved to have the committee proceed to follow up and apply for this grant. Diane seconded. All approved.

Scholarship committee - Cindy

- This committee determines the winner of the Chris Jacoby scholarship of \$1000. It goes to a high school student or homeschooler yearly. Applications are due in mid-April to be given at the May awards night.
- Cindy passed around a detailed rubric for judging applications.

- Applications will all be one format and go to Bonnie to have names redacted.

Endowment -

- This committee manages the memorial endowment. It was seeded with a large memorial gift and other memorial gifts are added to it as they come in.
- This group was updated this past year and a determination was made to allow the endowment to grow to at least \$750,000 before discussing drawing out interest.
- It is in a relatively safe Vanguard fund. It is our contingency plan for a true emergency.

Old Business

- The quilt will be raffled in spring.

New Business

- There is information on things to do to orient new board members in the VA Library board handbook. It is available online and will be updated this year.
- Committee assignments - according to the attached document.

Our next meeting will be Wednesday, March 19 , 2025 at 7 PM.

Charles moved and Sandra seconded for adjournment.

The meeting adjourned at 8:30 PM.