

Madison County Library
Board of Directors Meeting
Minutes (draft)
Sept 17, 2025

Attending: Charles Carter, Ruth Harbin Miles, Diane Heckel, Gary Jones, Bonnie Utz, Sam Cate, Kate Rakowski, Jill Quinley, Jim Jewett, Cindy Taylor, Cheryl Yowell

Opening:

Diane called the meeting to order at 7:06 PM.

Ruth moved and Jill seconded to approve July 23, 2025 minutes.

Library Director's Report: Bonnie

Library Statistics 7/1/25 thru 9/16/2025

Circulation totals: **9,669**

Overdrive e-book and audio usage: **490**

Patrons Added: **35 Adult 12 Child**

Updated Patrons: **324**

WiFi usage: **2,116 sessions 2,432 hours**

Titles added: **298**

Update:

- We are just getting back into our routine for fall. We have started reading once a week to the Early Learning Center preschool classes. It's good to be back into classrooms again. We are in contact with the Head Start teachers at the Primary Schools and will soon be starting to read there.
- It's a quiet time for the library so there is much straightening of the shelves and changing displays. All things that make a very subtle but noticeable change for us.
- It is not a quiet time for Gary and Bonnie. We are in the middle of doing our daily recording of the responses to our letter drive. The auditors require names, addresses, amounts and check numbers. Receipts and thank yous do the same.
- It is a very good start to what should be a good letter drive.
 - 84 responses so far.
- A little note of interest: I was working on the database of donors and a young man (maybe 25) popped his head in my office. I asked what I could do for him and he said he just wanted to drop off a donation for us. He handed me a check for \$1,000 and told me a story of when he was younger he went to the Green County Library to work on his computers and they didn't let him set his up. He came to our library and he said the very nice lady said no problem and let him work. He went on to say our letter made him

realize he could return the favor...so he did. I am so proud of us for being open and proud of him for giving back.

Treasurer's report: Gary

- Report attached
- Cuts to Library of Va, internet, phone, etc
 - We get $\frac{2}{3}$ of the money we spend on these things back from the federal IMLS grants.
 - We do not know the status of this money in future years.
- Review Budget
 - This year's budget is set as is.
 - We have begun working on a budget for next year.
 - Cheryl will help with this review.

Committee reports

FOL - Jill

- Sale Oct 11
 - We need trucks to pick up on Friday at 3 and return at 7 on Saturday.
 - Card tables needed by 3 on Friday.
 - Baked goods to sell needed by Saturday morning.

Grounds and maintenance - Charles

- Nothing to report.

Fundraising report - Jill

- Letters went out recently.
 - Businesses have not been included previously but were included this year.
- There may be a higher end auction in spring '26 which used to be a good fundraiser.
 - If we have a person to run it, they will need to organize online, live and/or silent auction systems as well as gathering and sorting donations.

Five year plan - Ruth

- This month's requirements are: reviewing the disaster plan and associated information like fire extinguisher locations, reviewing the insurance policy, and sending out the fundraising letter.
 - We will change the disaster plan review and associated items to January to include annual changes to the board.

Scholarship committee - Cindy

- The 2026 application needs to go to the school by Feb.
- Cindy will be stepping back from this committee.

- Charles and Sam have volunteered to help in her place.

Endowment - Charles

- Joyce Kipps donated \$33,783.51.
 - We will put this money in a 6 month CD to earn interest for now and hopefully put it into the endowment fund if we do not have an immediate need this year.
- The committee will meet before our November board meeting to review endowment rules and possibly find a financial advisor familiar with non-profits to advise us.
 - Jill will join this committee

Nominating committee - Kate

- Kate and Cheryl will form this committee.
- Kate nominated Molly, Cheryl, and Cindy to continue on the board.
 - Cindy declines the invitation to continue on the board.

Old Business

- Charles got information from our architect about the elevator only which would come in around \$200,000 for the purpose of resubmitting to the Walter & Ada Thompson grant.
 - We need more information about the new due date for applications and what's the maximum we can apply for.
- There is an ADA grant program to update facilities to comply with ADA guidelines.
 - The committee will look into replacing the carpets to make the old flooring better for all.

New Business

- Review disaster plan
 - Bonnie and Diane reviewed the plan and updated it with current board member info.
 - There are some items of high priority in an emergency that are of historical value and uninsurable.
- Book fair at Revalation Vineyards on Oct 5 noon to 5 PM.
 - Bonnie will go to promote the library.
 - Flyer attached

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

Charles moved and Ruth seconded to adjourn.

The meeting adjourned at 8:18 PM.