

Madison County Library
Minutes of the Board of Directors Meeting - DRAFT
July 10, 2019 (rev 7/18/19, with Bonita's clarification of Treasurer's Report)

Attendees: Board Members: Diane Heckel, President; Cindy Pattie; Lori Rice; Heidi Sage; Susanna Spencer; Cindy Taylor; and Steve Wagner. Library Director: Bonnie Utz. Absent: Jill Quinley, Vice-President, Bonita Burr, Secretary/Treasurer.

The meeting was called to order by President Diane Heckel at 7:00 pm.

The agenda was approved.

The Minutes of the May 15, 2019, meeting were approved.

Treasurer's report, copies distributed.

General discussion and questions which Bonita was unavailable to answer:

- *meaning of "discretionary" and asterisks;*
- *confirmed Vanguard monies in one fund with library to account for separately;*
- *personnel vs. building distinction needs analysis;*
- *when BoS needs budget. To this, Bonnie said they usually ask in November, but that everything is ready (thanks to Bonita and Gary) and responding to their request should be straightforward. They had agreed to 40K over 5 years and have two more years. Library estimated to receive 11K.*

[SCS: I doubt I have written this correctly! Bonnie, can you help?]

Bonnie expressed appreciation to Jack Hobbs and MJ in the County Administrator's office.

Library dealt with State directly, but Jack attended the meeting and so understands what (info?) library needed.

Steve Wagner moved for Board to accept Treasurer's report "as we understand it." Lori seconded. Report approved.

7/17/19: Bonita sent notes to clarify the questions raised during the meeting: meaning of "discretionary" and asterisks; personnel vs. building distinction needs analysis;

Bonita: Gary, Bonnie and I are still reviewing the 2019-2020 budget in order to distribute the total amount appropriately. We do that after the previous FY has ended to see what we actually spent on each line item. The asterisks indicate that we still need to review these categories. For example, we will see what % of salary increase we can afford, and we will see what building maintenance items we already know about and what we need to budget for unexpected building expenses. Currently we have no budget for new computer HW or SW, we need to review this. We will have a finalized budget by the end of this month.

I have re-educated myself on the term "discretionary" and would like to clarify this at the next meeting. Basically, our expenses are fixed, variable and discretionary.

- *confirmed Vanguard monies in one fund with library to account for separately; "I assume that you mean that the Board confirmed the "Plan to invest in Vanguard any funds that are not needed for at least one year." BB*
- *when does the BoS need budget. To this, Bonnie said they usually ask in **December** but that everything is ready (thanks to Bonita and Gary) and responding to their request should be straightforward. They had agreed to 40K over 5 years **and** have **ONE additional year** to meet the plan proposed by the State. Library estimated to receive 11K in the next Fiscal Year.*

*Bonnie expressed appreciation to Jack Hobbs and MJ in the County Administrator's office. **The Library dealt with State directly, but we met with MJ and Jack Hobbs and they understand what the library needs to satisfy the State's requirements.***

Bonnie needs to ok this BB

Director's report was distributed via e-mail.

The new **ILS computer system** went "live" on 5/31/19. Bonnie "thrilled" with results: ease to produce reports and staff's adjustment to the new technology.

Patron feedback has been positive. The first day, a patron brought in a list of books to pull that she had downloaded at home. Several board members mentioned they had used it successfully to place holds and check out books remotely.

Challenges: Bonnie still learning how to get some information easily. However, the vendor's training and ongoing availability for answering questions has been very good.

Teachers who attended training did very well and had a weekly session to go over issues.

Since adoption: 43 adults and 29 children have been added to the system.

Summer Reading Program. Going very well, with over 1K attendees so far. Boys and Girls Club and Summer School students have been attending. An additional program has been added.

Susanna added that the **Paws for Reading** program is well attended this year thanks to scheduling it before SRP programs.

Fran and B (?) are taking a WordPress training course.

FOL report - Heidi Sage.

Used Book Sale raised \$320.

The Community Yard Sale raised \$471. "Best ever."

Discover Books will pick up books in the basement (2c/lb) on July 15 or 16. They also will place two containers outside to place future discards. This will allow faster rotation and help by freeing up basement space.

Next Event: Taste of the Mountains 8/30/19. Steve will do maps.

Fundraising – Susanna Spencer

Susanna and Cindy will approach Bald Top about an event for existing donors. Susanna asked for suggestions about speaker/entertainer.

Endowment—Discussed under Treasurer's Report.

Scholarship- Lori Rice

Grounds and Maintenance

(Note. May minutes: Bonnie mentioned the need to replace carpeting in the library. She was asked to prepare a proposal and cost estimate for approval to be included in the budget. No update in July meeting.)

Sign. Discussion re whether City Council will revisit approval of a digital sign in front of library.

Book Sale sign hasn't raised complaints. Perhaps a low-profile electronic sign could meet approval.

[SCS: Action?]

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Fiber Optic cable. Laid 7/3/19.

Building Committee

[From May minutes: This new committee will meet to begin planning for future uses of the library. Cindy Taylor asked to be added to the Committee. They will report at the next meeting. There was not meeting.]

Basement/Building modifications. Diane mentioned neighbor (Bill Burner) who is architect who might provide some suggestions. Recommend continued review of small libraries that might be model for what library could do.

Patron Survey will help guide how library uses add'l space. For quiet areas, eg

Old Business

The Disaster Plan

This was already done, but should be reviewed annually.

Board Members – Diane Heckel

Roberta Jalbert has resigned due to health reasons. (per 7/2/19 email from Diane)

Steve asked if name should be given to Diane first. He has a couple people in mind.

News: Former Board member Laura DeBoer gave birth to a baby girl, Hannah.

Patron Survey and Annual Report

Steve emailed a copy of the results prior to the Board meeting. There were 60 responses in library and 30 online.

Some results: need for quiet/meeting rooms.

Bonnie mentioned needed money/time for adult programming. Examples: Social Security, Medicare.

Check signers:

July: Steve Wagner

August: Diane Heckel

Sept: Steve Wagner, possibility

Auction – Cindy Pattie

Discussion regarding locking door to basement. Two Madison County home books were stolen recently—one from basement. Board members will begin checking in auction items; list will be in cabinet in office and members can retrieve key from Bonnie.

Cindy presented materials and sign up sheets, distributed yellow flyers for board members to place around county.

Susanna to change date on poster and letter to businesses, will email to Bonnie, who will print and place in office cupboard.

Board members went through list of businesses and signed up for ones to contact.

Next Meetings:

August 7, additional meeting due to Auction.

Scheduled in May: September 11, November 13.

The Meeting adjourned at 9 pm.

Susanna Spencer, sitting in for Bonita Burr, Secretary/Treasurer
7/12/19