

Madison County Library
Minutes of the Board of Directors (BOD) Meeting
March 11, 2020 DRAFT

Attendees: Board Members: Diane Heckel, President, Jill Quinley, Vice-President, Charles Carter, Pat Fray, Cindy Pattie, Susanna Spencer, Karen Sterbling, Steve Wagner, Library Director Bonnie Utz, Bookkeeper Gary Jones. Absent: Bonita Burr, Secretary/Treasurer, Lori Rice, and Cindy Taylor.

President Diane Heckel called the meeting to order at 7:03 pm.

The **Agenda** was approved.

The **Minutes** of the January 15, 2020 meeting were approved as read.

The Treasurer's Report was presented and approved. Generally, we are in good shape for the budget right now. As a "snap shot in time" fundraising is a bit above last year's to date.

Library Director's Report (Attached)

The American Library Association indicates that adult reading levels are declining. In an effort to address rural libraries patron's adult interests and needs, Diane will share a course link that may be helpful for staff and library board directors. Bonnie shared the Corona Virus Pandemic Plan for Madison County Library.

Committee Reports

Friends of the Library (FOL)

FOL's support includes, but is not limited to: Book Room, Bagged Book Sales, Summer Lawn Yard Sale, Chili Dinner, Auction Assistance. Funds from FOL activities provided for: scanner, microfilm reader, and funding for the Summer Reading Program. Jill shared that FOL is investigating and considering grant writing. The FOL Chili Dinner is slated for March 20th at 5:30 pm.

Fundraising

Co-chair fundraising members, Susanna and Cindy Pattie shared their action plans. They urge the BOD's to articulate to the community that a Madison Library Auction is slated, but that it will only run 2 weeks. The auction will culminate on either Oct 3 or Oct 6. (TBD) Another event slated for major donors will be held at Blue Quartz on Oct 8th. The Donation Letter Drive is has had good results, resulting in contributions of \$15,220 so far.

Endowment

Endowment was covered in the Treasurer's report. There is no new information.

Grounds and Maintenance

The grounds are looking good. Steve received a \$14,000 painting estimate. He will pursue a 2nd estimate. Steve will determine whether the front porch and gazebo also need painting. Steve shared that the Fire Extinguisher Training Program will be open to staff, library board directors, and the public. This date is to be determined. An inside deadbolt lock will be installed to secure the library side door. Additionally, Steve recommends "**Intruder Protocol**" be reviewed and revisited. Steve recommended installing a Knox Box, (approx cost \$500) to provide for ready access to the library in emergency situations. The board voted and approved this initiative.

Scholarship

Everything is on track for scholarship applications and submissions.

Old Business

The state of Virginia requires a 5-year Plan. Jill, Steve, and Diane will review and pursue. The report will be reduced to 1 page and sent to the state by the August 1st deadline. The BOD Self Evaluation needs to be completed and returned to Steve by March 28th.

New Business

Please review the yearly time line. Send additions, adjustments, and suggestions to Diane.

Check Signers

Charles will be added to check signing.

The next meeting will be held on May 13, 2020 at 7 pm.

The Meeting adjourned at 8:35 pm.

Karen Sterbling, Acting Secretary