

**Madison County Library**  
**Minutes of the Board of Directors' Meeting (Draft)**  
**November 18, 2020**

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

Guest prior to meeting: Jean Busboso spoke to the Library Board about her recent experience at an event held on the Library lawn where she was asked to vacate the Library Property because it was "Private Property."

New prospective Board Members Joe Goodall and Katy Cashman were introduced to the Board.

The meeting was called to order by President, Diane Heckel at 7:30 pm.

The agenda was approved.

**The Minutes** of the October 21, 2020 Library Board meeting were approved as read.

**The Treasurer's Report** was explained. The Fall Letter Drive continues to bring in donations. The shortfall of funds has diminished considerably. (approximately \$9,000). The Budget Proposal for FY 21-22 was presented and explained. A motion was made and seconded to approve it. The County will probably start the budget process in December. The Salary increase proposal was also presented, explained and approved. It will start with the 1<sup>st</sup> December payroll. The 21-22 Budget proposal is sufficient to cover this increase going forward.

**Library Director's Report** was distributed. Bonnie stated that the increase in Covid cases is alarming and will close the Library down only as a last resort. She is considering other options. She will have a zoom meeting with other Library Directors to find out what they are doing.

Two special topics were discussed at length: **The Library Use policy and the Library Insurance policy**.

In response to Jean Busboso's recent experience, the Board agreed to clarify the wording on the Library Use Policy Document regarding Public events vs Private events. Steve Wagner agreed to contact the Sheriff's office to understand why and how this situation came about. Bonnie proposed some additional changes to the Library Use policy which were approved by the Board. Bonnie will send a revised Library Use Policy document to all Board Members.

Diane and Bonnie presented information regarding Not-for-Profit Organization Liability Insurance offered by State Farm. It will be an additional \$900.00 per year for up to \$1 million in coverage. Board members asked to be able to review the information before voting on it. Charles Carter would like to know if this will be a separate policy and if there are any "deductibles". The Board was also asked to consider the amount of deductible on our regular Building Insurance Policy. Currently it is at \$1000. The Board voted to increase the deductible to \$2000 which will reduce our current yearly policy cost by \$100.00.

**Friends of the Library Report**

The FOL has raised \$610.00 since July.

### **Grounds and Maintenance**

No other information aside from Steve Wagner's report which was distributed.

### **Fundraising Report**

Susanna Spencer sent in a report. The Board commented on the fact that there were a lot of new names on the donor list. Bonnie added that a lot of new people are using the library now. Another letter will be considered for the April May timeframe, which will coincide with the Give Local Piedmont Event.

### **Scholarship Report.**

Lori Rice sent in a report. Cindy Taylor will write an article for the newspaper about the Scholarship in January.

Diane once again reminded Board members to review more segments of the Library of Virginia's "**Short Takes for Trustees**" online training link. Discussion will continue at the next meeting.

### **Library Board Members**

Joe Goodall and Katy Cashman were voted in as new members of the Board.

**Library Board Officers** will be nominated at the next meeting. Diane asked for members to form a nominating committee.

Charles Carter reminded us to stick to protocol and make sure that all agenda items are included as part of the meeting after it is called to order. We should not have pre-meeting items.

I announced my resignation from the Board. Steve Wagner very kindly thanked me for my years of service. Diane Heckel will take over the administration of the Vanguard Account.

The next meeting will be held on Wednesday January 13, 2021 at 7 pm. The inclement weather back up date is January 27<sup>th</sup>.

The meeting adjourned at 8:30 pm.

Bonita Burr, Secretary