

Madison County Library
Board of Directors Meeting
Minutes (draft)
July 19, 2023

Attending: Charles Carter, Katy Cashman, Sam Cate, Joe Goodall, Diane Heckel, Gary Jones, Ruth Miles, Jill Quinley, Kate Rakowski, Cindy Taylor, and Bonnie Utz

Unable to Attend: Tracy Tanner Bond, Lorie Davis, and Jim Jewett

Opening:

Diane called the meeting to order at 7:04 PM.

Charles moved for the approval of the minutes of our May 17, 2023 meeting. Kate seconded and the board approved the minutes as presented.

Library Director's Report:

Library Statistics 7/1/22 thru 6/30/23

Circulation totals: 46,607

Overdrive e-book usage: 6,362

Patrons Added: 222 Adult 141 Child

Updated 1,608 Patrons

Wi-Fi usage: 10,456 sessions 13,669 hrs

Titles added: 1,858

Library Statistics 7/1/23 thru 7/18/23

Circulation totals: 2,978

Overdrive e-book usage: 410

Patrons Added: 10 Adult 5 Child

Updated 85 Patrons

Wi-Fi usage: 603 sessions 661 hrs

Titles added: 58

Update

The summer activities are almost over with one more to come. The attendance for the programming is 623 so far. Still below 2019 levels but par with the rest of the libraries in the state. It is nothing we are doing wrong. People got out of the habit during the summer of COVID shutdowns. We spent more on programming this year than ever before, and it still did not make a difference.

Daniel Paxton, the young man who with his father, Robert, built the stage for the gazebo is coming back on Saturday or Sunday to power wash it for us in time for our Blowout. I will send along your thanks as well as mine when it's done.

Activities

July 26 – Blowout!!

I am asking for your help with the Blowout on July 26th from 10-12. We need snow cone servers and just general "guards". I'll feed you all the snow cones you can eat for the privilege.

We are working on more programming for the fall, including a Medicare program.

Bonnie thanked the Board for the time away for surgery and recovery. She also highly commended the library staff for continuing to provide full library services and programming in her absence.

Treasurer's Report: Gary reported the July 1, 2022 to June 30, 2023 annual account summary. The library received \$300,305.84 in income for the fiscal year. Aid from the Virginia State Library provided \$59,716, the annual fund-raising letter

yielded \$34,703.91, Library patrons donated \$11,870.26, the endowment fund contributed \$10,840.48, and Madison County provided the remainder. Library expenses for the year were \$286, 717.07.

Committee Reports:

Jill reported that **The Friends of the Library** plans to have a fall yard sale on Saturday October 7, 2023. She said that FOL also plans to hold a book sale for two weeks once our new sign has been installed and they can announce the sale on it. They will close the book sale for a month and then open it for an additional two weeks. Reporting for the **Grounds and Maintenance Committee** Charles asked Kate to update the board on the new sign. Kate reported that the sign has been built and we are now awaiting its installation. She said she calls once a week to see if we are scheduled for the coming week. Kate is hoping for July 31, but not very optimistic it will be installed that soon.

Charles reported that the landing at the bottom of the steps to the root cellar under the old portion of the library has been repaired for half of the amount the board had approved at our last meeting.

Bonnie shared that she had a volunteer to put up lights in the area in front of the library office window. The board suggested that it might be good to prune library shrubs and mulch again this fall.

Cindy reported that when she submitted a press release for the **Scholarship Committee** she was asked if we used county funds to provide our scholarship. She said she was not sure how to answer. Bonnie said that of the 93 public libraries in Virginia we were one of the ten which is a nonprofit. As a nonprofit we can use funds donated to us by citizens in the manner we think best She thought our support of a student each year linked the library with student support. She had not had a donor question the library awarding the scholarship.

Jill reported that the **Fundraising Committee** has not met to write the annual fundraising appeal letter.

Katy said the **Five-Year Plan Committee** is reviewing a timeline Ruth had created. The timeline links actions required by the Five-Year Plan with the time to be completed and who is responsible for completing the action. They plan to present the timeline for the board's approval at our September meeting.

Unfinished Business:

New Business:

Cindy reported that the **Expansion Committee** had met with David L. Puckett, President of FPW architects from Charlottesville. She shared his July 19, 2023 proposal with the board. His proposal contains three phases: needs assessment, space planning, and cost information.

The needs assessment would involve meetings with stakeholders to share drawings of space usage and hear their comments about current usage and suggestions for use of the space available for expansion. This phase will result in a report about elevator availability, space needs compared to current space, and requirements to meet current codes.

The space planning phase will present the stakeholders with three options. At shareholder meetings the three will be modified to end with one drawing. The cost information phase will provide an estimate of the cost of completing the selected drawing.

Joe moved that the Board engage FPW Architects to provide the services outlined in the proposal. Ruth seconded, and the Board approved the motion.

Board members suggested that we might meet in the larger basement area and that we would want to have several stakeholder meetings and invite different stakeholders at each meeting.

Jill asked if the **Fundraising Committee** should mention the study for possible expansion in the letter they will be composing and sending out this August or September. The Board was divided on this question and left the decision to the committee members.

Our next meeting will be Wednesday September 20, 2023 at 7 PM.

Charles moved, Cindy seconded for adjournment and the meeting adjourned at 8:30 PM.