

# **Talking Book Center, Inc.**

## **Board Meeting Minutes for Monthly Meeting**

**January 28, 2021**

**PARTICIPANTS PRESENT:** Catherine Bacik, Ilia Desjardins, Jim Allen, Virginia Trovato, Kevin Osborne, Steve Ferguson, Sarah Skrobis, Marian Hackney

**ABSENT:** Diantha McCauley, Michael Parrott, Mary Stephenson, Renee Adair, Kathy Guisewite, Robert Gudman, Alisa Cummings

**VISITOR:** Steve O'Keefe

Due to safety recommendations by health professionals in response to the COVID-19 pandemic, the Board met via Zoom. It was determined a quorum was present and Catherine opened the meeting. A copy of the minutes for Nov/Dec 2020 meeting held on Dec. 3, was distributed through email and reviewed by Board members prior to the meeting. One correction was made to mark Mary Stevenson as absent. A MOTION was made to accept the minutes as corrected. Motion passed unanimously.

**TREASURER'S REPORT:** Robert sent a copy of the treasurer's report to members prior to the meeting. A projected budget for fiscal year 2021-2022 was distributed to the Board for review prior to the meeting. The financial reports have been reviewed and discussed and it appears that the financial reporting is correct and accurate.

**STAFF REPORT:** The monthly Staff Report was sent via email to Board members and will be on file. Four new patrons signed up in December and January. Ilia will present a short video about the TBC at the annual meeting of United Way of Rockbridge on Feb. 4.

TBC will join several Virginia subregional libraries on March 10 for a Virtual Blindness Awareness event hosted by Virginia Beach. This will be a public 3-hour long event, open to patrons, designed to be informative on issues such as life skills and library services.

Two grants due: United Way Rockbridge (due Feb. 26 for the 2022 year) and Community Foundation Blue Ridge (due March 28). TBC received \$1200 from UW Rockbridge this year, a \$200 increase over last year.

The Gutenberg machine is now totally functional and all patrons are now set up for Duplication on Demand (DoD) service. Blue boxes will no longer be used to mail Talking Books. Monthly newsletter to patrons includes useful information about access to COVID-19 vaccine sign up.

**NOTES FROM THE PRESIDENT:** Special request for Board members able to help in finding/writing grants. There is also a need for a Board member to provide support to Robert, the Treasurer, with basic bookkeeping during the year. In preparation for another letter to donors in June, Cat would love to include personal stories from Board members as well as patron quotes. Committees are requested to meet and bring a report to the February meeting.

**COMMUNITY FOUNDATION UPDATES:** No report.

**COMMITTEE REPORTS:**

**Finance Committee:** Investigation is being made into better options for the TBC investment account. Jim will send contact information for an investment option to the Executive Board.

**Strategic Action Plan Committee:** No new report.

**Development Committee:** In response to discussion, Virginia will work on compiling a master donor list from all past sources which can be used in future mailings and contacts. The winter fund raiser produced a great response raising approximately \$1000. Ideas are being explored to help celebrate the 40<sup>th</sup> anniversary of the TBC in 2021. Ideas are being solicited from Board members and other subregional libraries. A 5-K Run-Walk, previously suggested, was discussed as a good outreach and fund-raiser event for this summer. This could be set up virtually and provide safe individual participation with patron participation encouraged. Steve O'Keefe volunteered as a human guide runner. This could be tied to promotion of the 40<sup>th</sup> anniversary through setting a fund-raiser goal or by asking \$40 to sponsor an individual participant.

**Nominating Committee:** No report. Cat and Mary will complete their 3-year term on the Board in June. They are both eligible to renew for another 3-year term.

**Outreach Committee:** No new report. Recent promotional events included radio interviews and a display in the Celebration of Holiday Lights in Gypsy Hill Park in December.

**OLD BUSINESS:** No report.

**NEW BUSINESS:** No report.

Motion to adjourn passed unanimously.

The next meeting will meet via Zoom on **February 25, 2021 at 4:00 PM.**

Marian Hackney, Secretary TBC