Talking Book Center, Inc.

Board Meeting Minutes for Monthly Meeting

March 25, 2021

PARTICIPANTS PRESENT: Catherine Bacik, Ilia Desjardins, Jim Allen, Virginia Trovato, Kevin Osborne, Steve (Ferg) Ferguson, Sarah Skrobis, Kathy Guisewite, Steve O'Keefe, Marian Hackney

ABSENT: Mary Stephenson, Diantha McCauley, Michael Parrott, Robert Gudman, Alisa Cummings

Due to safety recommendations by health professionals in response to the COVID-19 pandemic, the Board met via Zoom. Catherine opened the meeting. A copy of the minutes for Feb. 25 was distributed through email and reviewed by Board members prior to the meeting. Two corrections were made; one misspelling and was edited to read that hours for the part-time *position* in the TBC was cut rather than *Shannon's hours*. A MOTION was made to accept the minutes as amended. Motion passed unanimously.

TREASURER'S REPORT: Robert sent a copy of the treasurer's report to members prior to the meeting. There were no questions regarding the report. 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. Six new patrons signed up in February and March.

The Virtual Resource Showcase event hosted on March 10 went well. The United Way Rockbridge partner review will be done mid-April. This will likely be a virtual event; Ilia will notify Board members if one of the Board needs to attend. Community Foundation Blue Ridge grant is in process.

Since the Gutenberg machine reuses cartridges, blue mailing boxes are no longer needed and are being returned to NLS.

NOTES FROM THE PRESIDENT: Renee Adair has needed to resign her position on the Board. A nomination was put forward to accept Steve O'Keefe to fill her vacancy through June 2021. MOTION passed unanimously.

Board members need to report monthly volunteer hours for purposes of IRS reporting and for documentation often requested in grant applications. Virginia offered to set up and manage a Google Docs survey form to record hours and report monthly to Ilia.

COMMUNITY FOUNDATION UPDATES: No report.

COMMITTEE REPORTS:

Finance Committee: (Robert*, Sarah, Diantha) Plans are in place to meet with financial advisors to review best options for TBC investments.

Strategic Action Plan Committee: (Robert*, Mary, Ilia) No new report.

Development Committee: (Michael*, Kevin, Virginia) Virginia will begin work on fund-raiser for 40th Anniversary event. Past suggestions included a 5-K event for the community.

Nominating Committee: (Cat, James, Kevin, Marian) The Vice President position is still vacant. The Board is currently operating at the minimum number of 9-12 Board members required in the By-Laws. All Board members are urged to help recruit.

Outreach Committee: (Marian*, Kathy, Ferg, Alisa) WQSV is willing to air a 30-second PSA (Public Service Announcement) which Sarah can do with her audio equipment. A script will need to be developed.

Efforts continue to utilize and expand Facebook as an outreach tool. Board members are encouraged to use their own FB page to promote the TBC. Four Board members have asked to join the virtual FB training session being set up through the Staunton Library to learn how to utilize their own FB more effectively for publicity and fundraising. Other interested individuals please contact Marian. Michael is also working on setting up information to help maximize TBC FB for publicity.

One idea being developed for use on the FB page includes a monthly question focused on some topic of interest to patrons. With proper patron consent, an individual patron's response could be featured each month.

Steve O. will set up a TBC YouTube channel and manage the site and content. This is an excellent venue for short 'How-To' videos such as using BARD.

OLD BUSINESS: TBC funding comes through municipalities, private donations, and fund-raisers. Sarah and Cat reviewed the process for securing funding from municipalities. Each locality goes through a budget cycle. Typically, budget requests go out in the fall from municipalities in our service area. The TBC submits a funding request as an outside agency to the governing boards in the counties of Bath, Highland, and Rockbridge, and the cities of Lexington, Buena Vista, and Staunton. This is then reviewed and processed according to protocols in that locality. Historically, only the city of Waynesboro and Augusta County have channeled funding through library budgets. It is recommended to make this a consistent, uniform process for the next budget year.

A concern was noted about the difficulty explaining the large funding request for the seemingly small number of individuals served in the Waynesboro area. While funding requests can be re-evaluated, it can also be addressed through additional efforts to educate municipalities about TBC services through timely presentations by the Board.

A MOTION was made to send a letter to localities acknowledging the funding struggles of the past year and requesting full funding for the next budget cycle. Motion passed unanimously. A group will be formed to draft this letter; anyone interested in helping please contact Cat.

The suggestion was made to develop an informative YouTube presentation explaining the importance of the TBC services before the letter is sent and supply a link to the video in the letter. Ilia developed a short video for presentation at Rockbridge that could be edited and considered for this use. The TBC provides an important channel for localities to deliver equitable library services for individuals with disabilities.

NEW BUSINESS: Cat would like to develop a comprehensive video introducing the TBC services and staff. Board member input will be needed; Steve O. offered to help with this development.

Another donation letter will go out in June. Board members are encouraged to submit brief statements about why they became involved as a Board member. It was suggested the letter begin with a 'Thank You' for those supporting, followed by bullet points listing activities and accomplishments during the past year and links to FB page.

MOTION to adjourn passed unanimously.

The next meeting will meet via Zoom on **April 22, 2021 at 4:00 PM.**

Marian Hackney, Secretary TBC