

FOSL Board Meeting

January 26, 2021

Call to order: President Joyce Shelenberger called the meeting to order at 2:05 p.m.

In attendance: Joyce Shelenberger, Kennon Bowen, Casey Musselman, Karen Landers, Deborah Patton, Bonnie Goff, Franci Ferguson, Gail Hanger, Gerald Pyle, Barbara Gough, Jerry Bryant, and Sarah Skrobis.

Introductions: Each member introduced themselves to the Board.

New Board members: Tammy Baker and Barbara Gough were appointed as new Board members with official voting to be held at the Annual meeting in October. Also, existing Treasurer, Deborah Patton was appointed Treasurer for another two-year term. This will be voted on at the Annual meeting. One position is still open.

Minutes: The minutes to the October meeting were approved.

Treasurer's Report: Deborah Patton delivered the proposed budget for 2021.

- Amazon Smile: When people sign up and use Amazon Smile (smile.amazon.com) for their purchases, 0.5% of that money is donated to the library. The library received \$100 last year through this program.
- Better World Books: When Better World Books sells the library's used books, a portion of that sale goes back to the library. The library averages \$500 a year.
- Membership letter: Wally Edwards is helping handle membership and will be sending out a letter to members reminding them to pay their dues. This will require funds for duplicating the letter and mailing them out. The Board voted to request that Wally draft the letter and send it to the Board at the next meeting in February.
- Miscellaneous line in budget: Deborah will break down the Misc. line to indicate what it entails.
- Sales Tax: There is no sales tax for non-profits. Deborah has a sales tax exempt card for Staples and can give it to anyone who needs it for library projects.
- Check requests: Deborah works at the library on Mondays so if anyone needs to be reimbursed, they can contact her at that time.
- Audit: 2018 was the last time there was an audit. According to bylaws there is supposed to be one every year. Casey Musselman volunteered to handle the audit. Gail Dunn had indicated previously that she would also be involved in the audit. Each audit requires two representatives. Casey will contact Gail.
- Drop Box account: If anyone wants access to this account (which includes the minutes), contact Deborah

The Board approved the 2021 draft budget.

Library Director's Report: Sarah Skrobis discussed the temporary closing of the library due to Covid 19. The library is providing curbside service, offering printing, faxing, and scanning services as well as book checkout. The library received a grant for \$2,000 and is buying several laptops that patrons can check out and use in the library parking lot to access WIFI through the library. They cannot use the computer for any other WIFI system. There is a real need in the community for WIFI access and the library is hoping to fill some of the need. The Staunton library has been busier than the Waynesboro Library and the Augusta County libraries. They currently have 30 people on the staff.

Little Lunch Music: The Little Lunch Music program ran one time since the pandemic and only 5 people showed up. It was decided the program would be shelved for now.

Library Liaison: This position acts as a go-between with FOSL and the Library Advisory Board. The Library Advisory Board meets the 3rd Thursday of every month and are currently doing this remotely. Casey Musselman suggested the position should be held by the President-Elect of FOSL as a way for them to learn how the library boards work. Current President-Elect Kennon Bowen agreed to be the liaison. The board voted and approved the assignment. President Joyce Shelenberger volunteered to act as a second in the event Kennon is unable to attend.

Handbook: Handbooks have been provided for each Board member. As members reach the end of their term they are asked to turn their handbooks into the Board secretary (currently Karen Landers).

Book Sale:

- Bonnie Goff reported that the latest book sale was held at the gym at Gypsy Hill Park and was only held for 2 ½ days. Not as many books were sold but, overall people were pleased that the book sale was held and liked the roominess of the location.
- Joyce reported there will be another book sale in either August or September. She has found a location to store the books. EZ Storage for \$600 a year. The facility is climate-controlled. Patrons have contributed money to support future book sales totaling \$500 which leaves \$100 that would need to come from FOSL. The board voted to approve the storage of books at EZ Storage and to provide whatever funds are needed to cover what the donations do not.
- Volunteers are set to sit in their cars from 9-11:00 twice a week at the library parking lot to act as a drop off place for people who want to donate books. Outdoor signage was suggested to alert people to the donation hours but the city of Staunton does not want any permanent signage anywhere in the city. A tent was also suggested. Better lighting was requested for the gym area to help patrons find the book sale after dark and to better protect them. It was suggested that any possible injury to the patrons could make the library libel. Joyce will talk to Bonnie about talking to park officials.

Staff Appreciation: The breakroom needs a new couch, refrigerator, and microwave. Sarah expressed concern about having a couch during the pandemic when people are encouraged to distance themselves. She will meet with her staff to see what they would like to have in the breakroom.

Newsletter: The board discussed when to publish another newsletter. It was suggested that it should come on the heels of the letter that Wally will send members about their dues. Since the letter won't be approved until the February Board meeting, the newsletter should come out in March. The newsletter will help serve as a backup to the letter. Deborah has agreed to write about Amazon Smile and what the Board does with the money received from memberships. Joyce will write a letter as new president. The newsletter will also have book sale information as well as book donation drop off information. Any information for the newsletter is due to Franci Ferguson by February 15.

Recording Volunteer Hours: Everyone who volunteers for the library needs to record their hours. Sarah turns in the hours to the City Council every month. Joyce and Sarah will work on a form volunteers can use.

Scholarship: Casey Musselman was nominated as chairperson for the scholarship committee. The Board voted and approved the motion. Casey requested help reviewing scholarships. Deborah volunteered to help.

Meeting adjourned at 3:43 p.m.