

FOSL Board Meeting

September 29, 2021

In attendance: Joyce Shelenberger, Deborah Patton, Karen Landers, Barbara Gough, Gerald Pyle, Kennon Bowen, Jerry Bryant, and Sarah Skrobis.

Call to order: Meeting called to order at 2:03 p.m.

The minutes from the previous meeting were approved with one small change.

Treasurer's Report (Deborah): Paypal has been added to the budget report. It won't show up under the Budget vs. Actual but is on the Statement of Financial Position. Deposits have been going in under the Atlantic Union Bank and need to be moved to Paypal.

Library Director's Report (Sarah): Due to the recent Covid surge, the library has gone back to their grab and go set up. Patrons can still enter the library but are encouraged to leave as soon as possible and not congregate. Furniture has been moved once again to discourage gatherings, including the puzzle table. Masks are still required.

The outdoor activities are going well. There are no indoor programs scheduled for when the weather turns cooler.

Recruiting is going on to replace Kala Payne who resigned September 10th. Interviews are being scheduled and Sarah is hoping there will be a decision made within the next few weeks.

The subscription for Mail Chimp is complete and will read, "this website is funded by the Friends Of the Staunton Library."

The Staunton Library Foundation is holding their quarterly meeting next month,

Library Liaison Report (Kennon): The Talking Book Center has postponed their Fun Run (originally scheduled for October 23rd) until next spring. The Board has been advised that they will still be able to meet virtually so their October meeting will be virtual. They discussed how they look for new Board members, some people have applied via their website.

Booksale (Joyce/Bonnie): The book sale runs October 11-15. There will be no preview night. A system is in place to load the books onto a truck to deliver to the gym and Bonnie has gotten the prisoners scheduled to unload the books. Volunteers are in place to help set up. Sarah mentioned that there are several boxes of books at the library as well as an extensive dvd collection that was donated. Arrangements will be made to collect these as well. The same procedure as last time will be in effect; masks are required, temperatures will be taken at the door, there will be gloves available for people to wear as they handle the books. People will enter through one door and exit out another. Posters are ready to go at the front desk. Karen will stop in and pick them up.

Staff Appreciation (Joyce): The refrigerator/freezer from Lowe's will be delivered to the break room in mid-October. Lowe's will notify the library when they will be arriving.

Paypal Procedure (Casey): No report.

Little Lunch Music: There is currently an open discussion on how to move forward with this program.

Nominating Committee: There is an open position for President-Elect. The Board is encouraged to reach out to the community to see who may be interested. Sarah pointed out that membership renewal forms have a section where people can mark if they are interested in volunteering. Joyce will check Dropbox to see who may want to volunteer.

Karen Pugh's Honorary Contribution: On-going.

2020 Audit Report (Joyce): The 2020 audit was performed and some opportunities for improvement were discovered. A few suggestions were to update the check request form. A new form was created and includes a new line below the signature line for people to print their names. This will help reduce the problem of illegible signatures. Deborah suggested more changes to the form including changing the form title to "Payment Request Form", removing the words "Make check" (from Make Check Payable To) so it says *Payable To*, add Paypal, and adding a line for Talking Books. Deborah and Joyce will get together to go over the form.

Another suggestion was that cash collection during the book sales be recorded in a log during the sales (just dollar amounts) as payments are made. This way total cash sales can be tracked against the final cash collections for each shift.

The meeting was adjourned at 2:40.

The Annual Meeting is October 26 at 6:30 via Zoom.