Talking Book Center

Board Meeting Minutes for Monthly Meeting

June 27, 2019

Present: Koressa Malcolm, Dan Swift, Daza Craig, Sarah Skrobis, Ilia Desjardins, Catherine Bacik, Margaret Bailey, Mary Stephenson, Alisa Cummings, Mike Thelk

Absent: Phyllis Campbell, J H Cline, Elzena Anderson, Margaret Ralston, Marian Hackney

Visitors: Robert Gudman

A copy of the May 2019 minutes were distributed through email and reviewed by Board members prior to the meeting. A MOTION was made by Dan and seconded by Cat to accept the minutes. The motion passed unanimously.

Treasurer's Report: Dan sent a copy of the treasurer's report to members prior to the meeting. Our financial controls policy requires 2 signatures for checks over $500. It was noted that in mid June circumstances required a check to be written for over $700 and due to the urgency, it was sent with only one signature. Details of the finances were saved to discuss under the Financial Committee report.

The financial reports have been reviewed and discussed and it appears that the financial reporting is correct and accurate.

Staff Report:
Ilia presented the staff report and a copy will be on file for any to review.

There were 6 new patrons in June. There has been good local news coverage of the Sub-Regional Library national award and the celebration reception on June 20th was well attended by numerous local officials and patrons. Sarah shared that the TBC was invited by the Waynesboro City Manager to attend the Waynesboro City Council meeting in August to be recognized for this award. On July 11, the Staunton City Council will recognize the TBC for it's award. Board members are encouraged to attend to thank the Council for their support.

Ilia is working on a grant through United Way of Rockbridge that can help equip the recording studio. There is great potential for use of the studio by the community. Ideas included use by VSDB students and Shakespeare Theater. Another grant was received from CAPSAW (Community Action Partnership of Staunton, Augusta and Waynesboro) for $1750 which can be used for outreach materials including information folders to be distributed to appropriate facilities.

Community Foundation updates: The workshop in Highland on fundraising and Board leadership was cancelled and will be rescheduled. There are still two workshops offered in August. Information is available on the Community Foundation website and Koressa can send a link to anyone interested. Contact Dan to cover any registration cost.

Notes from TBC President:

As the out-going president of TBC, Koressa expressed a sincere thanks to all Board members for their work and support and for the opportunity it provided for learning about organizational planning, grant writing, etc. In July, Cat will take over as the TBC president.

Committee Reports:

Development Committee: Details for the September Paint Night are still being developed. It was suggested the committee consider adding a second letter writing campaign in addition to the one in December.

Nominating Committee: A MOTION was made and approved to accept three individuals nominated to join the Board. Jim Allen, Robert Gudman, and Coley Evans will join the Board in July.

The slate of officers for the coming year includes, President: Catherine Bacik, Treasure: Dan Swift, Secretary: Marian Hackney; the Vice President position is still vacant. A MOTION was made by Sarah and seconded by Mary to approve the slate as presented. The motion passed unanimously. It is preferred to fill the Vice President position by someone who is able to follow as President. Koressa is willing to fill the position temporarily if needed.

A certificate of appreciation was presented to Mike Thelk for his 3 years of service on the Board. Recognition was also given to Paula Hoal and Ruth Edwards for the 2 years they have served.

Outreach Committee: Alisa has reached numerous children at summer school camps through pop-ups with the Rockbridge Library Bookmobile. Ideas were discussed on ways to use recorded books to enable parents who may be reading-challenged but would like to share a book with their children.

Strategic Action Plan Committee: The current Strategic Action Plan runs from 2015-2020. Planning for the next 5 years will need to begin in July.

Finance Committee: We are operating with a deficit budget and are currently drawing from our reserves. An additional $6,600 is needed yet this year to cover expenses. Future Board meetings need to address this on-going budget shortfall and numerous ideas were discussed. It was suggested some of community supporters be revisited and updated as to the current financial situation. The TBC was advised to seek a corporate sponsor who could be given credit in the monthly newsletter sent to the 200+ patrons. Local service groups and businesses could be contacted. A second letter-writing campaign to previous supporters could be a 'Thank You' for their support and note how it helped earn a National Award. This was recommended as a July project. Mike will check on securing an individual with expertise in fund raising who could present to the Board or participate in a Board-sponsored workshop.

Old business:

Suggestions have been made on the revision of the Mission Statement. This revised draft will be brought to the Board at the July meeting.

New business:

No new business.

The Next meeting will be July 25, 2019 at 3:30.

A MOTION to adjourn was made by Sarah and seconded by Mary. Motion approved unanimously.

Marian Hackney
Secretary TBC