Talking Book Center, Inc.

Board Meeting Minutes for Monthly Meeting

September 26, 2019

Present: Sarah Skrobis, Catherine Bacik, Jim Allen, Marian Hackney, Robert Gudman, Margaret Bailey, Daza Craig, Ilia Desjardins, Dan Swift, Kevin Osborne, Alisa Cummings, June Knesl

Absent: Margaret Ralston, J H Cline, Koressa Malcolm, Mary Stephenson

Catherine called the meeting to order. A copy of the August 2019 minutes was distributed through email and reviewed by Board members prior to the meeting. A MOTION was made by Sarah and seconded by Robert to accept the minutes. Motion passed unanimously.

Treasurer's Report: Dan sent a copy of the treasurer's report to members prior to the meeting. Since the report was distributed additional funds have been received: $2,500 from the Staunton Friends (the 2nd half of their $5000 commitment, an increase from past years) and $250 from Monterey Lion's Club. If needed, a distribution of $1,050 from the Community Foundation is available if taken before end of this year. 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 10 new patrons in August. Plans for TBC booth at QCMM on Sept. 28 include brailling names on Harry Potter cards and a side table with opportunity to participate in a Braille activity. It was suggested to include braille books provided by Dolly Parton's Imagination Library.

For Blindness Awareness Month, DBVI is sponsoring a walk through Staunton city streets wearing blindfolds or other visual simulators on White Cane Day, Oct. 15. Participants will meet at the Statler Memorial in the Warf parking lot at 10:00 AM. The Senior Health Fair on Nov. 13 will need volunteers. As of October 1, 2019, there is a name change for LOC's National Library Service for the Blind and Physically Handicapped. The new name is "National Library Service for the Blind and Print Disabled" but will still use NLS as its initials.

Notes from TBC President: Board members are encouraged to attend the Walk on October 15 at 10:00.

Community Foundation updates: No report

Committee Reports:

Finance Committee: To answer a question regarding funding requests raised at the August meeting, it was explained that municipalities are billed based on patron usage and funding requests are based on anticipated expenses. As Vice President, Koressa will be added to the Finance Committee.

Development Committee: No report

Nominating Committee: It was noted that Coley Evans is not available to be on the Board and his name will be withdrawn. J H Cline desires to remain active on the Board and anticipates returning to the Staunton area in early 2020. He will continue to participate via email as appropriate. Board members are encouraged to recommend potential new members with special consideration given to finding a qualified individual with visual impairment.

Outreach Committee: Members were reminded of the TBC information folders ready for distribution. Information was given to the United Way Brain Injury Connection and will be given to VPAS.

Strategic Action Plan Committee: By the October meeting each committee needs to submit goals for the coming year. Robert agreed to serve as the chairperson on this committee.

Old business:

A MOTION to accept the new Mission Statement selected by the group was made by Marian, seconded by Kevin, and passed unanimously. It reads as follows:

"The Talking Book Center provides free audio books and other library services and resources to persons who are blind, print disabled, or unable to use standard printed materials."

Board members submitted names and addresses of potential donors for the letter writing campaign. Letters will be ready at the October meeting for members to add a personal note before mailing in November.

List of ideas for raising funds submitted by Board members:

Cat: provide a sheet for parents give email addresses at QCMM if they wish to have a holiday card sent at Christmas time with their child's name written in Braille. In December, all will be contacted to verify information and offer opportunity to contribute.
Sarah: do birthday fundraiser on Facebook (recommend to give it a story when you post); include website and phone # for signing up Kroger Rewards card on bookmark to place in all library books checked out
Robert: will contact estate attorneys to suggest they include the TBC as an option in estate planning
Daza: approach small businesses in our area
Margaret B: contact businesses that are associated with eye care or optics
Dan: include a TBC-addressed envelope (printed with optional PayPal link) in all outgoing mailers; promote TBC as suggestion for retirees' annual Mandatory Distribution; locate folder of ideas previously developed
Marian: each Board member help 5 persons each year link their Kroger Rewards card to the TBC
Kevin: increase outreach to inform community of TBC services; publicize at brew club to have cut of till (i.e. Trivia Night @ Seven Arrows)
June: include information about TBC and PayPal link in individual Christmas letters
Jim: contact local Wal-Mart stores; explore Rural development grants

New business:

MOTION was made by Margaret B. and seconded by Alisa to change date of the next meeting from November 28 to December 5. Motion carried unanimously. This will be the last meeting for the 2019 year.

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

Marian Hackney, Secretary TBC