

Talking Book Center, Inc.

Board Meeting Minutes for Monthly Meeting

April 23, 2020

PARTICIPANTS PRESENT: Catherine Bacik, Koressa Malcolm, Mary Stephenson, Marian Hackney, Ilia Desjardins, Margaret Ralston, Margaret Bailey, Sarah Skrobis, Dan Swift, Jim Allen

ABSENT: J H Cline, Daza Craig, Kevin Osborne, Robert Gudman, Alisa Cummings

Due to the on-going physical distancing mandate imposed by the Governor in response to the COVID-19 pandemic, the Board met via phone conference. Catherine opened the meeting. A copy of the March 2020 minutes was distributed through email and reviewed by Board members prior to the meeting. A MOTION was made to accept the minutes as presented. Motion passed unanimously.

TREASURER'S REPORT: Dan sent a copy of the treasurer's report to members prior to the meeting. Due to the current economic crisis, the City of Lexington used last year's support figure and reduced it by 10%. No other feedback from other municipalities yet, but most will post their budget online by the end of May. Final draft of the budget will be submitted for approval at the June meeting. Invoices will then be sent to municipalities. Staunton city has temporarily laid off all part time workers which will include Elaine, part-time staff at the TBC. The financial reports have been reviewed and discussed and it appears that the financial reporting is correct and accurate.

STAFF REPORT: One new patron signed up in April. Ilia has been contacting patrons to check on their needs. Patrons consistently expressed great appreciation for the TBC services, especially during this time of social isolation. Next year (2021) will mark the 40th anniversary of the opening of the Talking Book Center in Staunton and plans for appropriate celebration need to start soon. The NLS conference is still tentatively scheduled for September.

PRESIDENT COMMENTS: Many thanks for the excellent service of our library staff (Ilia, Elaine, and Sarah) during this stressful time.

COMMUNITY FOUNDATION UPDATES: No report.

COMMITTEE REPORTS:

Finance Committee: Still collecting information regarding use of credit card and hope to present proposal at the next meeting.

Development Committee: With fund-raising plans on hold, it is still important to seek avenues to publicize the TBC via local news media. MOTION to create a fact sheet about the TBC to send to The News Leader, The New Virginian, and Daily News Record to generate an article about the Talking Book Center. Motion, made by Margaret R. and seconded by Koressa, carried unanimously.

Dan will email Board members the TBC fact sheet he developed for use when presenting funding requests. Board members will review and send suggestions and edits to Cat. She will review and compile information that can be used in a PSA or a feature article in the local newspapers listed above. It is recommended to submit articles directly to the reporter covering education and to offer interviews with a Board member and possibly a patron.

Other ideas for fund-raising were discussed. Training seminars on fund-raising advise: tell a story; maintain contact through a letter twice a year; build personal relationships with donors. Cat will draft a letter for Board to review sharing stories, requesting support, and promoting the Kroger Rewards Program. This letter will be presented at the May meeting for approval and distribution in June. It was suggested the final letter be sent electronically to Board members, who will be responsible to distribute to their own donor list through electronic media or USPS.

Opportunity was presented to apply for a grant through the CARES Act. Koressa will explore this option. Submission due date is April 30.

Nominating Committee: Two possible contacts have been made and are being explored. Koressa will contact Daza.

Outreach Committee: No report.

Strategic Action Plan Committee: No report.

OLD BUSINESS:

Please send Ilia your volunteer hours for April.

NEW BUSINESS:

Margaret B. shared her concern that the U.S. Post Office may lose its Federal funding. This essential service benefits all but patrons of the TBC would be particularly disadvantaged. She shared part of a letter she sent Rep. Ben Cline and urged all to contact their Congressional representatives regarding this matter.

The next tele-conference meeting will be **May 28, 2020 at 3:30 PM.** MOTION to adjourn was made and approved unanimously.

Marian Hackney, Secretary TBC