Talking Book Center, Inc.

Board Meeting Minutes for Monthly Meeting

January 23, 2020

Present: Margaret Ralston, Koressa Malcolm, Mary Stephenson, Marian Hackney, Robert Gudman, Daza Craig, Ilia Desjardins, Margaret Bailey, Jim Allen, Alisa Cummings, Sarah Skrobis, Dan Swift

Absent: J H Cline, Kevin Osborne, Catherine Bacik, June Knesl

Koressa called the meeting to order. A copy of the Nov./Dec. 2019 minutes was distributed through email and reviewed by Board members prior to the meeting. A MOTION was made by Mary and seconded by Alisa 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. 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 5 new patrons in December and 7 in January. Outreach events include visits to VPAS Waynesboro senior center, a women's group, and Senior Health Fair on April 24 for which we will need volunteers. Application for a grant to the Community Foundation was submitted; additional grants are available through Kiwanis and United Way of Rockbridge and Greater Augusta. The appeal letter sent in December resulted in $545. Fund-raiser with Martin's Bags 4 My Cause brought in a total of $76 to date.

Community Foundation of Rockbridge contributed $500 towards purchase of Swell Form starter pack (machine and products for raised-line imaging). Future discussions can explore how this could benefit local businesses and organizations. The search for recording studio funding continues. Discussion on the development of this project followed with numerous ideas on how to use local talent for both readers and technicians. Plans are being explored regarding the NLS conference May 17-21 in Lincoln, Nebraska.

A sheet was distributed to record volunteer hours of Board members. Those not present will need to email Ilia their hours.

Community Foundation updates: No report.

Committee Reports:

<u>Finance Committee</u>: The committee continues with strategic planning and sending budget requests for FY21 to localities being served.

Development Committee: The Christmas Drawing for the 2 hotels and The Store gift cards were awarded on December 16. This did not generate a lot of revenue, but can serve as a valuable learning experience for future events. Ilia and Sarah will draft a thank you letter to be given to donors by the Board member who made the initial contact.

Nominating Committee: June Kensl has moved out of the area and will not be able to continue serving on the Board. Additional Board members are needed to fill current vacancies. Board members are urged to contact possible candidates and direct them to Koressa for additional information. This has been publicized through the news letter which generated one response to be explored. Students at Mary Baldwin have been contacted for involvement in TBC activities.

Outreach Committee: Alisa has distributed contact info in the Little Free Libraries placed throughout her service area. Sarah is drafting an information letter to be sent to local ophthalmologists and optometrists as well as a bookmark to be used by the library with info promoting the Kroger Rewards program. It is important to personally contact and educate staff in all Augusta County libraries as to the TBC services.

Strategic Action Plan Committee: A MOTION was made to move the recently received inheritance money to an appropriate low-fee savings account until it clears all legal procedures. As a new 5-year Action Plan is developed this year, it needs to include a discussion on how to best utilize this endowment to support future programming.

The revised Action Plan for 2019-2020 was presented and a few minor changes were recommended. MOTION to approve the plan as amended. Motion carried unanimously.

Old business: None

New business:

Two fund-raising options were presented for Board's decision – TBC night at a local restaurant or Paint-and-Sip. A MOTION to start with the restaurant night passed unanimously. The Paint-and-Sip will be in development.

The next meeting will be February 27, 2020 at 3:30 PM. MOTION to adjourn was made and approved unanimously.

Marian Hackney, Secretary TBC