Talking Book Center, Inc.

Board Meeting Minutes for Monthly Meeting

July 23, 2020

PARTICIPANTS PRESENT: Catherine Bacik, Marian Hackney, Ilia Desjardins, Sarah Skrobis, Kevin Osborne, Jim Allen, Margaret Ralston, Robert Gudman, Renee Adair, Kathy Guisewite, Virginia Trovato, Steve Ferguson, Michael Parrott

ABSENT: Mary Stephenson, Diantha McCauley, Alisa Cummings

Due to safety recommendations by health professionals in response to the COVID-19 pandemic, the Board met outdoors in a pavilion at Gypsy Hill Park with a phone-in option. It was determined a quorum was present and Catherine opened the meeting. A copy of the June 2020 minutes was distributed through email and reviewed by Board members prior to the meeting. One correction was made adding the motion to accept Michael Parrott to the Board. A corrected copy of the minutes will be on file. A MOTION was made to accept the minutes with this correction. Motion passed unanimously.

TREASURER'S REPORT: Robert sent a copy of the treasurer's report to members prior to the meeting. Tax returns will be prepared in August. 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 June. Elaine has returned to her part-time position. Responses to Patron Survey are being returned with many positive comments and a few suggestions to be considered.

COMMUNITY FOUNDATION UPDATES: No report.

REPORT FROM PRESIDENT: As municipalities are all struggling with budget adjustments, the TBC will continue to serve all patrons in service area for the coming fiscal year. Contact will be made with each to seek commitments as budgets are developed for the following year.

Committee assignments need to be reviewed and restructured and choices can be identified at the August meeting. Marian will email Board members a document summarizing committee responsibilities.

COMMITTEE REPORTS:

Finance Committee: No report.

Development Committee: Approximately $1600 has been received as a response to the June letter writing campaign.

Michael will work with Cat to develop a plan for a virtual run/walk fund-raiser to present to the Board for discussion and approval.

Nominating Committee: MOTION made to re-elect Marian to a second term on the Board passed unanimously. MOTION made to elect Marian as Secretary for the coming year passed unanimously. MOTION to elect Cat as President for the coming year passed unanimously. MOTION to accept Steve Ferguson to join the Board passed unanimously.

Outreach Committee: No report.

Strategic Action Plan Committee: The five-year plan is being developed. A draft will be presented at the next meeting.

OLD BUSINESS:

The Vice President position remains open. Duties include running the meeting in the absence of the President, providing oversight of financial transactions and leadership in the Development Committee. Board members are asked to consider serving in this capacity.

Please send Ilia your volunteer hours for July.

NEW BUSINESS:

Sarah will send a letter asking library directors to identify who will be representing their library on the TBC Board with a form to appoint a permanent designee if the director so choses.

Conflict of Interest statements need to be signed by Board members and returned to Ilia. These will be emailed to Board members who are not in-person at this meeting.

The next meeting will be **August 27, 2020 at 3:30 PM.** If the library is not open the TBC Board will again plan to meet outdoors at Gypsy Hill Park where physical distancing can be maintained. MOTION to adjourn was made and approved unanimously.

Marian Hackney, Secretary TBC