Talking Book Center, Inc.

Board Meeting Minutes for Monthly Meeting

May 28, 2020

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

ABSENT: J H Cline, Margaret Ralston, Mary Stephenson, Kevin Osborne, Alisa Cummings

Due to the on-going physical distancing recommendation by the Governor in response to the COVID-19 pandemic, the Board met via phone conference. It was determined a quorum was present and Catherine opened the meeting. A copy of the April 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. 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 May. Patrons have been especially grateful for the service during this time. With some of the support organizations and personnel furloughed, demands on the TBC are great. Patron survey will go out in June.

COMMUNITY FOUNDATION UPDATES: No report.

COMMITTEE REPORTS:

Finance Committee: The 2020 fiscal year will finish in good financial shape. However, county and city budgets are being revised to adjust for shortfalls due to the pandemic. It is unclear how this will affect TBC funding for the 2021 year. The committee will review the budget approved in December and present a revised budget at the June meeting.

The credit card can be arranged through our local bank in the name of one person. Signature cards should be signed in July after new officers are installed. A maximum limit can be placed on the card to prevent abuse. There was a discussion about fidelity bond coverage for those handling money in the TBC. Sarah will check with the city of Staunton regarding insurance that would cover Ilia as TBC director. She will also check with Friends of the Augusta County Library regarding their protective policy as well as the credit card which was issued the in name of the organization rather than a person.

Development Committee: Robert will help Cat with development of an introductory letter to accompany the fact sheet to use for publicity with local news media. Ilia, Koressa and Cat are willing to be contacted by reporters seeking information about the TBC.

Cat prepared a donor letter to be sent this summer. Other donors need to be added to the existing list generated by Board members and used in the December mailing. Marian agreed to print address labels. Anyone wanting to send their own letter please let Cat know ASAP. She would like to send the letters by June 15.

Nominating Committee: Kathy Guisewite and Renee Adair were presented for approval to join the Board. A MOTION was made and seconded to accept these individuals. The motion passed unanimously. Ilia will send information packets to both individuals.

A slate of officers is being contacted to serve for the 2020-2021 fiscal year and will be presented for election at the July meeting.

As Dan completes his term with the TBC in June, another individual will fill his role as Ex Officio representative from the Library Advisory Board.

Outreach Committee: No report.

Strategic Action Plan Committee: No report.

OLD BUSINESS:

A concern was raised about the continuation of the US Postal Service. The NLS does not feel there is a reason for concern. It was recommended to be alert to any issues that may develop.

Please send Ilia your volunteer hours for May.

NEW BUSINESS:

The next tele-conference meeting will be **June 25, 2020 at 3:30 PM**. MOTION to adjourn was made and approved unanimously.

Marian Hackney, Secretary TBC