

**Talking Book Center**  
**Board Meeting Minutes for Monthly Meeting**  
**August 23, 2018**

**Present:** Margret Ralston, Mary Stephenson, Ruth Edwards, Catherine Bacik, Sarah Skrobis, Alisa Cummings, Margaret Bailey, Daza Craig, Dan Swift, Ilia Desjardins, Paula Hoal, Koressa Malcolm, Marian Hackney

**Absent:** Elzena Anderson, J H Cline, Phyllis Campbell

Koressa opened the meeting and welcomed everyone. A copy of the July minutes were distributed through email and reviewed by Board members prior to the meeting. A motion was made by Margaret Ralston to approve the minutes of the July meeting and seconded by Daza. **Motion** approved unanimously.

**Treasurer's Report:** Dan sent a copy of the treasurer's report to members prior to the meeting. There were no questions. The financial reports have been reviewed and discussed and it appears that the financial reporting is correct and accurate.

**Staff Report:**

Ilia distributed and reviewed the staff report. See August Staff Report for additional information concerning staff projects for the month and upcoming events.

No new patrons but received one new application that requested headphones which requires an evaluation and recommendation by an audiologist. Three out of four new patrons canceled within a week; reason unclear. She also mentioned the Parkinson's group that meets at the Y which may be a good contact for our services. Koressa gave Ilia the name of a contact from that group whom she met at the last Senior Health Fair.

Sarah identified a need to make TBC materials available in Spanish and suggested we look for an individual who could act as our translator. Ilia stated that some promotional materials in Spanish can be ordered from NLS. Margaret R. offered to talk with her boss who is fluent in several languages. Daza stated that an ESL class meets at the Augusta County Library on Tuesday nights and may be a good resource. There are plenty of reading materials in Spanish that can be ordered from NLS. The large Russian population may also need special consideration.

Paula & Koressa agreed to cover the TBC booth at the upcoming Senior Health Fair at the Government Center in Verona on November 14. Daza will be attending as an Augusta Co. Library representative and can also help at the TBC booth.

Ilia suggested the Development Committee consider sponsoring a reading club similar to the "Friday with Friends" initiated at Augusta County library for adults with intellectual disabilities.

**Community Foundation updates:** Koressa encouraged all to attend the workshop, *Increasing Awareness through a Communications Plan*, on August 29 at Best Western in Waynesboro. Sarah and Koressa recently attended the Community Foundation sponsored social network gathering. There was a focus

group assessing community needs. Two areas identified were after school programming and housing and homelessness. This may affect the type of grants they give this year and could guide our planning and grant requests.

**Committee Reports:**

Koressa assigned Board members to committees trying to honor individual choices. Assignments were made as follows:

<b>Finance:</b>	<b>Development:</b>	<b>Outreach:</b>	<b>Action:</b>	<b>Nominating:</b>
Dan	Daza	Alisa	Dan	Phyllis
Sarah	Elzena	Marian	Mary	Koressa
Mike	Catherine	Paula	Ilia	Sarah
	Ilia	Margaret R.		
		JH Cline		

Koressa gave an overview of the responsibilities of each committee as outlined below. Dan has a well developed document outlining the duties of the Finance Committee and a draft for the Development Committee that could be helpful when organizing.

**Finance Committee:** (Looks at expenditures and income – i.e. how the money is managed; not how to earn the money)  
No report

**Development Committee:** (Looks at ideas on how to raise funds; often overlaps with Outreach Comm.)  
No report

**Nominating Committee:** (Looks at future Board members considering specific needs of the group to guide recruiting efforts; guides election of officers and committee assignments)  
Committee assignments were made as stated above and members were asked to meet with their committee after the TBC meeting.

**Outreach Committee:** (Seeks to make the community aware of services provided by the TBC and identify populations that are not currently being well-served – i.e. Spanish/Russian population; decide how often to revisit places such as Ophthalmology offices, nursing homes, etc.)

Alisa reported on the huge success of the Rockbridge Bookmobile’s publicity at various events where she has given information on the TBC.

**Strategic Action Plan Committee:** (Developed every 5 years to set stage for goals of TBC which helps guide other committee activities.)

Dan asked all to reference the sheet he emailed before the meeting showing areas in the 2018-19 Action Plan that need to be revised. He requested that each committee identify one thing they could achieve this year to be included in the Strategic Action Plan. There are still numerous things yet to be completed in Goal III.

**Old business:**

Table cloth and board display: Dan and Ilia will make a final decision on what to order. It was suggested that the front of the cloth would have the name of the TBC and possibly include a phone number and/or

website. Daza will give Dan information on where the Augusta Co. Library was ordered. Clamps would be helpful.

On-line donations: Sarah reported that currently the only way for the TBC to receive donations is through mailing a check to the address listed on the website. Since the city changed its website the “networkforgood.com” link has disappeared. It was recommended that the Development Committee explore options to make an on-line credit card donation available. Several resources were discussed: Sarah sent an article to Koressa with several ideas & options. Koressa offered to connect the Committee with her son who could help advise and possibly setup. Dan will also make inquiries at Union Bank for recommendations.

Update on the MOA (Memorandum of Agreement between the City of Staunton and the Talking Book Center, Inc.): Sarah sent updates to the document via email before the meeting. Explanations and additional suggestions for changes in wording, policy, and definitions were discussed. Sarah will compile a final draft after checking with the City of Staunton and send to the Board for discussion at the September meeting.

Note a correction to the document (“TBC, Inc. 2018-19 Board of Directors”) previously distributed listing Board member’s contact information: the extension for Alisa Cummings should be changed to “ext. 120”.

**New business:**

Question was raised about future staffing needs to support the conversion to digital. Iliia will be visiting Roanoke to better understand the process and potential needs. Iliia stated that, as this is a pilot program, we do not know yet if and when we will be converting. Since Dan needs to begin budget planning a year ahead, it is imperative that he get information regarding future planning as early as possible. A visit to the Fredricksburg TBC to get an idea of workload requirements might be helpful since they have already converted.

QCMM (Queen City Mischief and Magic) September 28-30: This is the first year that the TBC will have a booth and will be a good opportunity for publicity of the TBC services as well as build awareness of disabilities, true to Harry Potter themes of accepting differences. Iliia presented a sheet of items she would like to order to use as prizes for game winners at the TBC booth. Participants would pay to play so this should fund itself. Several ideas were discussed and directed to the Development Committee to plan further. Dan felt that the budget could safely allow \$500 toward purchase of prizes. A **motion** was made by Margaret R. and seconded by Catherine that we allow Iliia to spend no more than \$500 for the purchase of prizes for the QCMM event. Motion carried unanimously.

Our application for a grant through the SVEC (Shenandoah Valley Electric Cooperative) “Operation Round Up” was denied. However, we can reapply next year. This program allows for Coop members to round up their bill as a way of contributing to a worthy organization previously selected by SVEC.

A **motion** to adjourn was made by Sarah and seconded by Margaret R. Motion approved unanimously.

Marian Hackney  
Secretary TBC