

**Talking Book Center**  
**Board Meeting Minutes for Monthly Meeting**  
**September 27, 2018**

**Present:** Margret Ralston, Mary Stephenson, Ruth Edwards, Catherine Bacik, Alisa Cummings, Margaret Bailey, Daza Craig, Dan Swift, J H Cline, Ilia Desjardins, Phyllis Campbell, Koressa Malcolm, Marian Hackney

**Absent:** Elzena Anderson, Paula Hoal, Sarah Skrobis, Mike Thelk

Koressa opened the meeting and welcomed everyone. A copy of the August minutes were distributed through email and reviewed by Board members prior to the meeting. It was determined that a quorum was present. A motion was made by J H to approve the minutes of the July meeting and seconded by Alisa. **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. A motion was introduced and seconded to accept Dan's recommendation that we again use Cardinal Finance & Tax to conduct an annual financial review. This documentation is often requested by municipalities from whom we get funding. Expected cost will be \$475--\$500. The motion passed unanimously. The report from the Community Foundation, the organization that handles our investments, has been received, allowing the books to be closed for 2018. Total income for the past fiscal year was \$41,299 with total expenditures of \$38,116 leaving the TBC in good financial standing.

The financial reports have been reviewed and discussed and it appears that the financial reporting is correct and accurate.

**Staff Report:**

Ilia reported that this month we had a few old patrons returning and received a few machines back; one new patron joined. She noted there was no participation from Bath County which is likely due to the cyclic nature of vacationers in that area. It was suggested that the Outreach Committee investigate submitting an article on the TBC to *The Recorder* (the newspaper serving the Bath/Highland area).

Special attention was given to GiGi, a most valuable teenage volunteer with the TBC.

Plans for games and activities are in place for the Queen City Mystery and Magic weekend.

Ilia visited the Roanoke TBC. They have switched over to duplication on demand so are able to operate in a very small space. Our TBC has gotten permission to do the switch. We would be given the dedicated computer in December and can start returning the existing cartons in January 2019. Under the new system, books will be downloaded when requested by patrons and a label printed with the patron's name, address and a list of the books. It is felt that current staff can handle the workload during the transition and we may be able to maintain the new system with fewer volunteers.

There is a possibility the TBC will need to move into another room within the Staunton Library. When we switch to duplication on demand, less room will be needed. Looking ahead, we may need to make a

decision on where to house the TBC during the pending Staunton Library renovations. There are no concrete plans at this time.

**Community Foundation updates:** Koressa announced another workshop on *Effective Governance Practices*, at Best Western Plus in Waynesboro, to be held on Tuesday, October 2, 9:00 – 11:00. This is a valuable resource which helps to clarify the roll and responsibilities of a Board member as well as information on best practices for Board meetings. Board members were encouraged to attend and the \$20 registration fee would be paid by the TBC.

**Committee Reports:**

Finance Committee: Meeting to be held within the month when they will be reviewing the audit report and the financial structure for the next fiscal year. Sponsoring organizations often ask to submit a tentative budget by the end of this year projecting needs for the 2020-2021 fiscal year. At this point, it is unclear what additional expenses will be required when the TBC converts to computer generated Talking Books. There will definitely be additional expense for printing.

Development Committee: The Committee will be doing another letter campaign asking for donations to the TBC as started last year when Board members were asked to submit 5 names of persons who might be willing to donate. The letter was also sent to all patrons and many friends of patrons. The 10% return rate on last year’s campaign is considered better than average for such a drive. To ensure a better response, it was suggested that the letters be given back to Board members to add a personal note before sending. Alisa provided a copy of the letter sent last year for reference and Dan had the data base showing who received the letter. This campaign may be targeted for November so it will not overlap with the United Way fundraiser window.

When applying for grants, it is important that the requesting organization has the financial support of the Board members. Options to achieve this were discussed. United Way now takes 6% of whatever we raise for the TBC through UW donations. An opportunity to donate directly to the TBC will be presented this fall.

Nominating Committee: Committee assignments were reviewed and updated as follows:  
(\*designates chairperson)

<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.*		
	Ruth	JH Cline		
	Margaret B.			

Outreach Committee: Future plans for publicity were discussed and action was taken toward getting materials translated into Spanish.

Strategic Action Plan Committee: No action yet. This committee will use goals developed by each committee to complete a comprehensive plan for the coming year.

**Old business:**

Table cloth and board display: Dan and Ilia continue to examine options.

On-line donations: Several options were discussed. The Union Bank does not offer a way to handle on-line donations but PayPal was suggested as a good option used by other institutions. Dan was also told by the Union Bank representative that a debit card could be set up with our account under his name; however, this is not being considered at this time. If we use PayPal, Union Bank recommended that we set up a separate bank account specifically for the PayPal donations to help protect the main account from any fraudulent activity.

Update on the MOA (Memorandum of Agreement between the City of Staunton and the Talking Book Center, Inc.): There was considerable discussion about Section 3.1. Current wording in the MOA does not link reimbursement of expenses to the amount of space used to house the TBC. With the real possibility of downsizing to a smaller space there needs to be wording to ensure this can be adjusted fairly. It was decided Dan needs to meet with Sarah to address the concerns of the Board on this issue before the MOA can be approved. The other changes suggested in the MOA draft sent via email prior to the September meeting were satisfactory.

**New business:**

The Community Foundation announced an all day ROMA Training sponsored by the United Way on November 5. This is required for directors of agencies receiving funds from UW; Board members are invited to participate. The training is designed to help organization leaders understand UW protocol for report writing.

National Federation of the Blind has their 60<sup>th</sup> annual state convention November 9-11, 2018 in Fredericksburg. It was suggested that using local resources for training would be a better use of our funds.

Ilia asked if we could benefit from joining the Aging in Place Roundtable Discussion which is part of the Augusta County Chamber of Commerce. To participate we would have to join the Chamber of Commerce at \$275/yr. The roundtable meets the 2<sup>nd</sup> Friday of each month at a different center each month. It was suggested the Outreach Committee explore this option and evaluate how it might be useful to our goals.

A **motion** to adjourn was made by Dan and seconded by J H. Motion approved unanimously.

Marian Hackney  
Secretary TBC