

Talking Book Center
Board Meeting Minutes for Monthly Meeting
October 25, 2018

Present: Daza Craig, Dan Swift, Ruth Edwards, Ilia Desjardins, Margaret Bailey, Sarah Skrobis, Mary Stephenson, Mike Thelk, Alisa Cummings, Koressa Malcolm, Marian Hackney

Absent: Elzena Anderson, Catherine Bacik, Paula Hoal, Margret Ralston, J H Cline, Phyllis Campbell

Koressa opened the meeting and welcomed everyone. A copy of the September minutes were distributed through email and reviewed by Board members prior to the meeting. Several minor corrections were noted and will be updated for the permanent file. The corrected name of the QCMM should read, "Queen City Mischief and Magic" and the initials for the organization ROMA stands for Results Oriented Management Accountability. It was also noted that the August minutes omitted Mike Thelk from the list of members absent. A **Motion** was made by Ruth and seconded by Mary to accept the Sept. minutes as corrected. The motion passed unanimously.

Treasurer's Report: Dan sent a copy of the treasurer's report to members prior to the meeting. The financial audit has been completed and will be presented to the Board after being reviewed by the Finance Committee. The financial reports have been reviewed and discussed and it appears that the financial reporting is correct and accurate.

Staff Report:

Ilia distributed the staff report showing 2 new patrons which brings the new total, after purging inactive patrons, to 285.

Ilia is in conversation with NLS/Richmond TBC about the possibility of placing Harrisonburg into our service area again. Dan advised if we get permission to do so, we first need to initiate a campaign in Harrisonburg and Rockingham Co. explaining that we are willing to give personal service to TBC patrons but would need compensation. Our decision to include them would depend on adequate commitment for financial support.

Upcoming events include: Senior Health Fair, November 14, 9:00—12:00 (Koressa & Paula attending) and ROMA training on November 5, 8:30-5:00 pm.

In response to old notes left by former staff, there was discussion about proper verbiage: "vision impaired" or "blind". General consensus felt "vision impaired" was more inclusive but both could also be used together. There also was mention of a need for establishing a junior treasurer to share minor financial duties. No action was taken on this issue.

Suggestion was made to develop a way to track where volunteers/board members have dropped off brochures. Google Drive offers tools, accessible by all, for keeping an updated list of this information. Koressa has a list of Senior Centers in our service area which can be used for reference. All have been contacted within the 2017-18 year but updates are appropriate in addition to community centers and places of business which are often the hub in rural areas. This can be explored by the Outreach Committee.

Community Foundation updates: No items for November.

Committee Reports:

Finance Committee: The committee has reviewed the federal and state reports that will be filed by Nov. 15. Budget requests for 2020-2021 will be coming this December. A draft budget will be developed and reviewed by the committee to present at the next meeting.

Development Committee: Ilia reported results from the TBC booth at the QCMM. It is felt it went well considering we did not have a prime location and this was our first time participating. Although expenses exceeded profits by \$70, it provided good education on Braille and blindness and 450 Braille cards were distributed.

Nominating Committee: No report.

Outreach Committee: Alisa presented a brochure that had been translated into Spanish. The information is specific to her job as a branch library representative and will be distributed to libraries and appropriate offices in areas served by the Rockbridge Co. Library. This can serve as a good model for future TBC brochures. Margaret R. has contacts who she will ask to help develop a Spanish translation for TBC information.

Strategic Action Plan Committee: Dan reminded all committees to submit the goals they developed so the comprehensive plan can be developed for the coming year.

Old business:

Table cloth and board display: The display board has been purchased. Ilia has explored table cloth options and is almost ready to make a purchase.

On-line donations: Three options were discussed (Square, Donorbox, and PayPal). **Motion** made by Sarah to set up PayPal as our on-line donations portal, seconded by Daza and passed unanimously. Sarah will work with Dan to set this up.

Update on the MOA (Memorandum of Agreement between the City of Staunton and the Talking Book Center, Inc.): After a discussion centering mainly around Section 3.1, a **Motion** was made to approve the MOA with changes as recommended by Sarah and distributed at the last meeting (in September). This motion, made by Ruth and seconded by Alisa passed unanimously.

New business:

Board donations to TBC: Funding organizations want to see that Board members support their own organization. It is the percent of Board members contributing, not the monetary amount that is reviewed. Therefore all Board members are encouraged to contribute something before the end of the year. Contributions should go directly to the TBC via the envelopes distributed rather than through the United Way.

Giving Tuesday: Ilia proposed hosting an open house at the TBC on November 27 (the day recognized as a start to the charitable giving season). Numerous ideas were discussed as outlined in the handout distributed at the meeting. This would be an opportunity to educate the larger community about the services available through the TBC. Sarah and Daza will work with Ilia to organize this event and let Board members know how to help.

Dan received a letter from Jeff Miracle, asking the TBC to participate on Nov. 6 & 7 in an event for employees at NIBCO (a copper manufacturing plant in Stuarts Draft). Sponsored by the United Way it gives employees opportunity to learn about organizations they may want to designate in their payroll deductions. Dan and Sarah volunteered to present on behalf of the TBC.

Board members were asked to give Ilia names and addresses of persons who might be willing to donate to the TBC. Ilia will generate a letter and Board members will be given a chance to add a personal note before mailing.

Due to Thanksgiving, the next meeting will be November 29. All are encouraged to bring snacks to share. There will be no meeting in December.

A **Motion** to adjourn was made by Margaret B and seconded by Daza. Motion approved unanimously.

Marian Hackney
Secretary TBC