

**Talking Book Center**  
**Board Meeting Minutes for Monthly Meeting**  
**November 29, 2018**

**Present:** Dan Swift, Margaret Bailey, Sarah Skrobis, Mary Stephenson, Alisa Cummings, Elzena Anderson, Koressa Malcolm, Margaret Ralston, Marian Hackney

**Absent:** Daza Craig, Ilia Desjardins, Ruth Edwards, Catherine Bacik, Mike Thelk, Paula Hoal, J H Cline, Phyllis Campbell

Koressa called the meeting to order. A copy of the October minutes were distributed through email and reviewed by Board members prior to the meeting. A **Motion** was made by Mary and seconded by Margaret R to accept the Oct. minutes. The motion passed unanimously.

**Treasurer's Report:** Dan sent a copy of the treasurer's report to members prior to the meeting. The financial committee met and discussed the budget for the coming year. Dan has developed a draft to be presented in January showing a slight increase due to higher payroll cost as well as expenses involved with the conversion to Duplication on Demand. It will be appropriate to request additional funding from localities. The financial reports have been reviewed and discussed and it appears that the financial reporting is correct and accurate.

Dan has worked on getting the TBC set up to receive on-line donations through Pay Pal. A dedicated account has been set up at Union Bank. He is currently waiting to complete the process with Pay Pal, secure website clearance with the city of Staunton, and establish appropriate verification records.

**Staff Report:**

Sarah presented the staff report from Ilia. The printed report will be on file for any to review. Four new patrons were added in both October and November. The open house on Giving Tuesday went well. The date to implement Duplication on Demand has been pushed back.

Annual campaign letters were printed and distributed to Board members to address and add a personal note as discussed at the October meeting. Ideas were discussed for the purchase of items to be used in promotional venues. Options will be explored. Koressa and Paula attended the Senior Health Fair where they had a lot of good interaction and gave out over 30 packets of information.

All Facebook users were encouraged to check the new TBC Facebook page and 'like' or share with others to help promote. Koressa shared the option Facebook offers to set up a fund-raiser to honor or celebrate any event.

**Community Foundation updates:** Request for grants will be out soon with a deadline in February. It was suggested the TBC increase the amount of funding requested to \$8,000 - \$10,000.

**Committee Reports:**

Finance Committee: See Treasure's report.

Development Committee: No report.

Nominating Committee: There is a potential new Board member who may want to volunteer until joining at the start of the fiscal year in July.

Outreach Committee: Alisa presented a folder that holds both Spanish and English documents to be distributed for promotion in Rockbridge Library service area. This idea can be adapted for use in the Augusta County area.

Strategic Action Plan Committee: No report.

**Old business:**

Board donations to TBC: Board members were encouraged to make a contribution to the TBC before the end of the year if they have already done so.

**New business:** None

There will be no meeting in December. A **Motion** to adjourn was made by Marian and seconded by Margaret B. Motion approved unanimously.

Marian Hackney  
Secretary TBC