

Board of Directors

**Officers:**  
Anna Milucky  
**President**  
Barbara Sush  
**Vice President**  
Kenneth Wilson  
**Treasurer**  
Christine Wylie  
**Secretary**  
Barbara Kaufer  
**Bookstore Manager**

**Members:**  
June Barrett  
Patricia Flynn  
Leo Glass  
Jamie Noeth  
Juanita Ortiz  
Olga Parlow  
Helen Rados  
Cathleen Schirick  
Debbie Speer  
Karen Stewart

Executive Director  
Constance A. Keller

## *Literacy Volunteers of Sullivan County, Inc.*

*An accredited affiliate of ProLiteracy Worldwide*

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### **LVSC BOARD MINUTES**

**June 14, 2011**

**I. Members Present:** Anna Milucky, Connie Keller, Helen Rados, Kenneth Wilson, Barbara Kaufer, Jamie Noeth, Leo Glass, Christine Wylie, and Debbie Speer.

**II. Acceptance of Minutes May 10th Meeting: Meeting called to order at 5:25.**  
We were late because we were awaiting a quorum. Couple of typos on Minutes from May. It's a scanned copy so Christine will redo them in Word and redistribute. Connie will make corrections. Carried: Kenneth and Barbara Sush.

**III. Director's Report – June 14, 2011**

#### **Grant/Funding**

- Submitted National Book Fund Grant Application for \$1997 of New Reader's Press Educational materials for our tutors' and students' use.
- Designed Job Preparedness Curriculum for Pathstone. Pathstone will use this curriculum to train their employees. Hopefully, Pathstone will like curriculum and will train 10 people at \$100 a slot.

#### **Public Relations**

- Ad for Bookstores in Democrat. Lori Kilgore is making Bookstore sign for Bethel \$700 approx. Same style as Read It Again Sign but a bit smaller 6x4'
- Much publicity for our Sign Language Class and Beginning/Survival Spanish Class. We will receive a percentage of what we charge for each class. June 7<sup>th</sup> Sign Classes begin – Tuesdays from 5:30 -7:30 p.m. Level I and Level II
- June 13<sup>th</sup> - attended a panel discussion at RCLS about services of LVSC and how libraries can help with adult literacy.
- Press coverage of Student-Tutor-Volunteer Recognition Dinner
- Billing Update
- Have to contact DayTop: Clean Up

#### **Upcoming**

- June 15<sup>th</sup> Wednesday Non-profit Coffee hour at Cornell Cooperative Extension
- June 20<sup>th</sup> Monday Book Signing Sherry Skramstad 5:30 p.m.
- June 28<sup>th</sup> - Tuesday – Beginning Spanish Tuesdays and Wednesdays for 6 weeks
- July 22<sup>nd</sup> - Friday Book and Bake Sale
- September 11<sup>th</sup> - Sunday Bethel Harvest Festival/participating with Friends of Liberty Library
- Tutors: 65      Students 100



LVSC is a funded member agency of United Way of Sullivan County

#### IV. Reports:

- a. **President's Report:** Please let's take a look at our committees and make sure we have a chair for each. Anna will type description for each committee so everyone can take a look.
- b. **Treasurer's Report:** (separate report) Kenneth Wilson. See report. Carried: Leo, Helen R.
- c. **Bookstore Manager's Report:** Chair: Barbara Kauffer. Looking for Children's Books donations. 50 cents is cost for young adult books. July and August are usually best months.
- d. **Foundations/Philanthropic Report: Chair:** Connie: National Book Mark Grant postmarked yesterday. Ad in Democrat.
- e. **Bookstore Publicity**
- f. **Strategic Plan Committee**
- g. **Energy Committee:** Chair: Leo G. Jaime N, Connie, Helen R, and Barbara S.
- h. **Student-Tutor-Volunteer Recognition Dinner Committee Report:** Debbie S. Don't have final total. Have 328.55 outstanding bills. There is approx. \$700 in expenses. Need to locate Sign In sheets from the evening. Sent out 230 invites, want to know how many came. Pathstone was very helpful in set up. Have list of suggestions for next year.
- i. **By-Laws:** Barbara Kauffer. New copies were distributed with proposed changes. Anyone with suggestions? Moved to bring up next month. Everyone is to read so we can discuss and vote on at next Board Meeting.
- j. **Student/Tutor Recruitment and Retention Committee:** Chair: Karen, Pat F (not present). Attended RCLS. Encourage committee to go to Senior Citizens Clubs. Kenneth went last May and was asked to come back in July when more people are there.
- k. **Smaller Fundraising Committee:**
  - **Farmer's Market Committee:** Chair: Christine W, June B., Helen R, Debbie S, and Anna M. We can pick a couple of Fridays (Liberty) and Columbus Day. C Wylie will talk to June about dates for Bethel. One coming up in Rock Hill June 25<sup>th</sup>.
  - **Book and Bake Sale Committee:** Chair: Pat F, Ken W, Barbara K and Connie. Need sugarless cookies/pastries to sell. July 22<sup>nd</sup>. Many will be baking. Bkfst: Coffee cakes, muffins, scones went fast, Afternoon: whole cakes and pies also go well later on in day.
  - **Bank Tag Committee:** Anna M.: Jeff Bank is waiting until end of month. Catskill and Hudson Banks are selling presently.
  - **Fundraising Letter Committee:** Chair: Anna M. and office staff.
  - **Personnel Committee:** Chair: Barbara K., and Leo G.
  - **Board Nominating Committee:** All. Connie working on someone for treasurer. Anna has someone but will wait for Connie. Marilyn Stein had come as another Board member. A retired Speech Therapist. Protocol is to bring up name to board; nominee then gets an invitation



accordingly. Trying to stay away from educators. We need someone as treasurer. We can have up to 20 members.

- **Bethel Site Committee/Sign Committee:** Chair: Leo G. Barbara S, Leo, Jaime, and June B. Sign is being made. Dan Stern wants his guys there. Need to find out who's putting up sign.
- **Student Tutor Recruitment and Retention Committee:** Chair: Karen, Pat F. Nothing until Sept.

#### V. **Old Business:**

- Tutor Chat has 911 information which will be distributed to the tutors
- Bake Sale please bring everything already wrapped.

#### VI. **New Business**

- Discussion- New Fundraiser: Cup cake festival with local bakers in Gardiner had a good turn out. Maybe we can think about doing same. Perhaps create a new sub-committee. There was one at motor club \$100 per person. Connie would like to work on a large fundraiser. Keep in mind ones that may be very labor intensive. Everyone will come up with 2 ideas for a fundraiser and bring up next month. Connie, Ken and Debbie will form committee. Ideas can go to Connie who will discuss with committee. Eagles Nest is free to non-profits.
- Ad in 75<sup>th</sup> Anniversary-Crawford Library Journal: Helen Rados stated cost is \$25 to \$150. Library has been very good for us. Will donate \$100 ad. June 30<sup>th</sup> is deadline.
- ATTAIN LAB: SUNY project Aileen Gunther free and open to public. Run Microsoft Cert. classes. They will train our people how to use them with software. We'll get people coming into lab which could be good for our publicity. How often would they be here: 1 time per week and they would man lab. Scheduling will have to be worked out to have someone in lab at all times. One room is being taken by BOCES and they want a venue where people can go. Use our computer lab. Bring in their laptops with software and leave here. Try for 30 days. Motion: Assuming we can get schedule that is agreeable. Carried: Leo and Debbie Speer
- Independent Home Care/Training: Middletown base can provide free training/certification for home care assistance. Will do training here for 1 week, \$300. Motion Carried: Leo, Barbara S.

#### VII. **Miscellaneous: July 12<sup>th</sup> next meeting at 5:15**

#### VIII. **Adjournment**

