

Literacy Volunteers of Sullivan County,

An accredited affiliate of Pro Literacy Worldwide

63 North Street, Monticello, NY 12701 P.O. Box 759 (845) 794-0017 fax (845) 794-0904
www.literacysullivan.org email: lvasc@in4web.com

LVSC BOARD MEETING

Tuesday, January 8, 2013

Board of Directors

Officers:

Leo Glass,
President

Barbara Sush,
Vice President

Patricia Deagle,
Treasurer

Christine Wylie,
Secretary

Barbara Kaufer,
Bookstore

Manager

Members:

Jill Atkins

June Barrett

Anna Milucky

Jamie Noeth

Juanita Ortiz

Helen Rados

Diana Rumsey

Marilyn Stein

Karen Stewart

Dave Thomson

Executive

Director

Constance Keller

Members Present: Connie Keller, Barbara Kaufer, Leo Glass, Barbara Sush, Patricia Deagle, Christine Wylie, Helen Rados, Jill Atkins, June Barrett, Marilyn Stein, Dave Thomson, and Ginny. A new Board Member, Diana Rumsey was introduced and welcomed.

Absent: Anna Milucky, Karen Stewart, Jaime Noeth, and Juanita Ortiz. Olga Parlow resigned from the Board.

Acceptance of Minutes: Helen Rados /June Barrett

Reports

I President: Leo Glass: For future reference Mr. Glass suggested that when subcommittees come to the Board with decisions, to please submit two ideas so the Board has options. Additionally, as the Director's Report is usually attached to Board Minutes, please read them in advance. Connie Keller will have underlined all important items which should be paid close attention. All questions can be addressed at this meeting but we will not go through entire report. Lastly, Mr. Glass asked Board Members to consider forming a Finance Sub-committee for the purpose of analyzing best venues for increasing financial assets.

II Treasurer: Patricia Deagle: See Attached Report. For future Reference, Ms. Deagle will email the Treasurer's Report in advance of Board Meetings so members can review and be prepared to address any questions/concerns. This is in lieu of reading the entire report at the meeting. Please note that the format of Bookstore Report has been changed to coincide with our fiscal year. Also, there are seven people who require 1099's. Ms. Deagle will accommodate once provided with information/addresses from Connie Keller. Motion to Approve Treasurer's Report: Barbara Kaufer/Helen Rados.

III Bookstore Manager: Barbara Kaufer: Welcome back Barbara! The financial report will continue to be prepared by our Treasurer. In November we nominated an **Ad-hoc Bookstore Committee** with Dave Thomson as Chair, Helen Rados, June Barrett and Connie Keller to design an Operating Procedure Protocol Handbook for Volunteers. Their next meeting is this evening. **Bookstore Volunteer Concerns:** We are in need of a Book Store Manager for the Bethel site, who can be at the bookstore and handle operations, protocol, etc.

IV Committees

- a) **Foundations/Philanthropic:** Chair: Connie Keller, Gen Dainack: Nothing to report.
- b) **Personnel (annually):** Chair: Barbara Kaufer, Leo Glass: Nothing to report. A meeting will be held in the near future.

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- c) **Strategic Planning:** Chair: Anna Milucky, Olga Parlow, Barbara Kaufer, and Connie Keller. Olga Parlow is no longer on the sub-committee.
- d) **By-Laws:** Chair: Barbara Kaufer, Leo Glass, and Connie Keller. Nothing to report.
- e) **Energy:** Chair: Leo Glass, Dr. Jamie Noeth, Connie Keller, Helen Rados, and Barbara Sush. Leo Glass had asked 5 separate plumbing and heating companies to come to our facility, at their own accord, and provide estimates for repairing our boiler. Neither of the companies came. Leo Glass will look at minutes from October to review Mr. Donnelo's presentation to the Board (who attended the meeting at Mr. Glass's request).
- f) **Book /Bake Sale:** Chair: Barbara Kaufer, Connie Keller: Nothing to report.
- g) **Farmers' Market:** Chair: Anna Milucky, Christine Wylie, June Barrett, and Helen Rados. Nothing to report.
- h) **Student/Tutor Recruitment:** Chair: Anna Milucky and all Board Members: New tutor training will be starting next Thursday. Fifteen tutors signed up. Board Members who volunteered were sent a few names of tutors to contact and discuss how everything is going. Mr. Thomson stated that according to feedback he received there are several tutors who have no students and are being under-utilized. He proposed we do this check on a quarterly basis, as it provided crucial feedback. Ms. Keller stated that our goal is to both retain and recruit tutors. She will resend the email with commitments made by Board Members regarding such.
- i) **Large Fundraiser:** Chair: Christine Wylie, Leo Glass, Pat Deagle, Marilyn Stein, and Connie Keller. Our idea for a Holiday Fair did not succeed. If we choose to attempt this again, we'll need to begin planning further in advance. A suggestion was made for us to plan for another large fundraiser in the summer. The sub-committee will be meeting shortly.
- j) **Bethel Site:** Chair: Leo Glass, Barbara Sush, Dr. Jamie Noeth, and June Barrett. Winter Hours will be Tuesday, Wednesday and Thursday from 10:30 am to 4:30 pm. A suggestion was made to open for 1/2 day on Saturday. However, traditionally, Saturdays have not been successful. Perhaps, as the Bethel Town Board meets twice per month on the 2nd and last Wednesday of each month, the bookstore can open up for a couple of hours during that time. A motion was made to change new LVSC Flyer to read the new winter hours as well as to solicit volunteers and get their feedback on what hours they would be willing to volunteer at the Bethel site. Moved: Dave Thomson/ Barbara Sush. Another suggestion was made to have Flags on the Bethel Bookstore Sign indicating that the bookstore is open. All in favor. Connie will find out logistics to assure this is okay according to the Town of Bethel.
- k) **Fundraising Letter:** Chair: Anna Milucky and office staff. Nothing to Report.
- l) **Bank Tag:** Chair: Anna Milucky, and office staff: Nothing to report.
- m) **Board Nominating:** All Board Members: New Board member, Diana Rumsey was welcomed to the Board.
- n) **Student-Tutor Recognition Dinner:** Chair: Anna Milucky, Leo Glass, Barbara Sush, Helen, Connie Keller and office staff. Nothing to Report.
- o) **Children's Reading Room set up:** Christine Wylie, Jamie Noeth, Barbara Sush, Helen Rados, Marilyn Stein, Jill Atkins and Connie Keller. The room is almost

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complete. Our first session will be the first Saturday of February from 11:00 am to 12:00 pm in the room adjoining the Board Room. Connie Keller will assure we have the space for that time. She will also assure PSA's are placed with the local radio stations.

- p) **Promotional Materials:** Chair: Jamie Noeth, Marilyn Stein, Christine Wylie, and Barbara Sush. Changes will be made to the new LVSC Flyer and sent out to the Board. C. Wylie will also design a pamphlet.

- q) **Dessert Extravaganza Committee** (fundraiser for Bethel):

Last year this Sub-Committee was spear-headed by Debbie Speer, with Barbara Sush, Helen Rados, Pat Deagle and June Barrett. This year June Barrett is spear-heading the fundraiser. Last year the event was not well attended so the cost will be lowered.

Date: Sunday, Feb 10th from 1 pm -3 pm

Place: Friends Restaurant.

Cost: \$15 dollars per person and \$25 dollars per couple.

Help is needed for organization. If Board Members can come an hour earlier to assist with set up it would be appreciated. We also need donations for door and raffle prizes. Pat Deagle will handle the money. Connie Keller will get revised flyer and we'll vote on tickets.

V. Director's Report: Please see attached.

VI. Old Business

- See Bookstore Manager Report for discussion about manager for the Past Perfect Bookstore
- See President's Report for discussion about boiler

VII. New Business: None

VIII Miscellaneous: None

IX. Adjournment: Motion: