

Literacy Volunteers of Sullivan County

LVSC Board Meeting Minutes

November 3, 2015

Members present: Leo Glass, Jill Atkins, Barbara Kaufer, Christine Ahlberg, Gaye Donofrio, Vivian Ginsberg, Marc Mendelsohn, Jane Sorensen, Lillian Tighe

Members absent: Patricia Deagle, Audrey Borella, Linda Browne, Margaret Hotchkin

Acceptance of Minutes: Jane, Gaye

REPORTS:

President:

Leo welcomed the new board members and reminded everyone Connie will be retiring in January. Connie will be working with the new Executive Director, Angela Dutcher, on a part time basis until the transition.

Leo discussed changing the time of the meeting to 5:30pm on the second Tuesday of the month so we meet so we can all make the meeting. All present board members were agreeable to the change. Leo will contact absent members.

Treasurer:

The Treasurer's Report was reviewed. The money transfers were approved as requested.. Approved: Barbara/Jill

Marc asked what the yearly budget is. Connie estimated \$100,000. Lillian asked if we were funded by the county. Connie explained the county legislature budget and all of our fundraisers. Our main income is from the bookstore.

Bookstore:

October was a really good month. The library donated new tables, chairs and a front counter. All board members are encouraged to come into the bookstore to volunteer when they are available.

Jane mentioned she has several like new children's books to donate. Gaye asked if the bookstore being open on Sunday was helpful. Barbara said she would like to continue with the practice. Connie suggested Sunday sales are reviewed to see if it is beneficial to remain open.

COMMITTEES:

Personnel:

The committee will be meeting Thursday. Angela's contract will be reviewed.

Strategic Planning:

Marc offered to join the committee.

Connie explained in the past Literacy NY would apply for funding for all affiliates. NYS Ed decided this year it would not allow Literacy NY to do this going forward. Dutchess, Orange, Ulster and Sullivan created a consortium to apply for grants. Dutchess will distribute all money based upon our data. We are getting \$33,000, \$7,000 more than last year, from NYS Ed. Dyson has given the consortium \$100,000 to hire a consultant to bring the four agencies and boards together. This is a great opportunity for us as we are the smallest of the four organizations.

Lillian asked what the most important data for NYS Ed is. Connie explained that it is the number of students. We receive money for 45 students regardless of how many we actually have. ½ of our students must be at the lowest levels (1-2) of literacy. We must show gain. We receive a report card every year which we will be receiving shortly.

By-Laws:

Barbara is working on updating the by-laws, they are 2/3 of the way done. We will vote on the second half shortly.

Barbara will forward a copy of our current by-laws to everyone.

Student/Tutor Recruitment and Retention:

Jane asked for more information on the purpose of the committee. Connie will provide additional info to all committee members. Lillian asked for a total overview of all committees. Connie will send an email explaining each committee and will perform an orientation for the new board members on 12/1 at 5pm.

Bank Tag:

Jane will be reaching out to Catskill Hudson and Chase. Jill will reach out to Jeff Bank. We are targeting June 2016.

Board Nominating:

Leo asked everyone to keep an eye open for potential board members. Marc asked if we were looking for specific skills. Business skills, non-profit knowledge and a passion for literacy are all desirable.

Children's Storytime:

Storytime has been suspended until we know children will be attending.

Energy:

Connie explained the REAP grant to the new members. We're currently at a stalemate until the US Dept of Ed and the Dept of Ag approve the mortgage. Congressman Gibson is working on this.

Connie explained we own the building as long as we continue to use the building for educational purposes. At the end of 30 years we no longer have to report to the US Dept of Ed on the use of the building. We are about 10 years in.

DIRECTOR'S REPORT:

Connie welcomed the new board members.

A recovery coach would like to rent the boardroom for 4-6 weeks on Saturdays. An official start date was not given. Connie suggested charging \$300 for the time period. Marc asked if we require insurance. Connie explained that they would be covered through our liability insurance. Lillian motioned to approve the rental of the boardroom. Christine seconded the motion.

Lillian asked if there is a spreadsheet available for each day of bookstore sales. This would give us a ton of information to help decide on what hours and days we should be open. It might make sense to close the bookstore in the winter. Barbara said the building needs to be open regardless because of tutoring. Connie said the bookstore more than covers oil and electricity in the winter. Connie suggested looking at the treasurer's report for further information. Lillian suggested a volunteer could help organize this information.

Meeting Adjourned: Jane/Gaye