

**Literacy Council of Scioto County**  
**Minutes**  
**Board of Directors Meeting**  
**January 23, 2007**

**Attendees:**

Kay Bouyack, Jan Broughton, Hilda Drake, Betsy Fannin, Charley Flaig, Jennifer Schackart, Jim Wayne, Paige Williams, Treva Williams, Debra Knutson

The January 2007 meeting of the Board of Directors of the Literacy Council of Scioto County was held in the Scioto Foundation. The meeting was brought to order at 4:00 by President Hilda Drake.

**Officers' Reports**

Bouyack moved that the minutes of the November meeting be approved. Wayne seconded. Motion approved unanimously.

Treasurer Jim Wayne reported that SOMC's check for \$29,000 to cover the Coordinator's salary for one year has been deposited into the LCSC checking account. Expenditures in the amounts of \$65 and \$50 were made to the Ohio Secretary of State. The checking account balance now stands at \$29, 248.62. Knutson moved to approve the Treasurer's report. Flaig seconded. Motion passed unanimously.

**Personnel Policy Update**

The Directors agreed that the Coordinator should be hired as a contracted services employee. Bouyack will add a section about contracted services employees to the employment section of the personnel policy and send the revised policy to the Board. Wayne estimated that we can pay the Coordinator \$18,000-22,000 for services rendered during the first year of employment. This salary range will be included in the ad for a Coordinator.

**New Business: Meeting with Agencies**

Broughton suggested that we schedule a meeting for representatives from all the agencies who attended the January 2005 Literacy Summit before the ad for a Coordinator runs. Since the agencies have not been kept up-to-date on the Board's work, this meeting will forestall questions or concerns that might otherwise arise when the ad is published.

In addition to updating the agencies on the progress the Board has made since the Literacy Summit, the meeting will allow us to discuss strategies and goals with the agencies.

Schackart stated that she can reserve the Friends Community Center and provide food for the meeting. The Board would like to hold this meeting in early March. Schackart will check to see whether the Center is available on March 14 or 15.

Drake and P. Williams will work on the mailing list we will use to invite agencies to the meeting. Drake has a list of the agencies that sent representatives to the Literacy Summit, but there have almost certainly been personnel changes at many agencies over the past two years.

Because a number of preparations must be made for the meeting, the Board will hold a planning meeting at 8:00 AM on Thursday, February 8, 2007, in the meeting room of the Portsmouth Public Library. The regular February Board meeting will also be held; that meeting is scheduled for February 27 at 4:00.

Respectfully submitted,  
Debra S. Knutson, LCSC Secretary