

AGENDA

JTEL Board of Directors Meeting Tuesday, August 9, 2011

JTEL Business Office,
The Annex, studio #8, 6 pm

Roll Call

Expected guests: Thorsten Chlupp, Matt Prouty

Agenda amendments/approval

Minutes from the July 13 meeting

Reports

Committee Reports

 Capital Campaign

 Construction

Concept package from USKH:

Site assessment: Solar Study (Chlupp),

Building and Site Concepts. Guests Chlupp, Prouty

Officers' Reports

 President

 Vice President

 Treasurer

 Secretary

Friends of the Ester Library

Grants & cooperation group

Computing update

Opportunity for Public Comments

Old Business

Policies & plans:

 Business plan (update)

 Marketing & communications plan (update)

 Board conduct policy & board duties & roles VOTING ITEMS

 Non-officer board member job descriptions (see board duties, above) VOTING ITEM

 Program & Activities Development Plan & Policy VOTING ITEM

Program proposal: seed library VOTING ITEM

AGENDA

Community survey wrapup
Market booth

Librarian appointment (current)
Future librarian job & duties

Recognition of bequests in memoriam, significant donations (Martt & Moelders, for example)

Board member recruitment update
 Invitations extended
 Possible candidates

Opportunity for Public Comments

New Business
office telephone & fax
deadline calendar
historian: volunteer? board member?
FNSB grant possibility
grant applications/schedule

Opportunity for Public Comments

Events

Library lecture series: Matt Reckard, Ester history August 11?
LiBerry Music Festival: August 20; organizing update.
Alaska Book Festival (September)
Readers on the Run: Sunday, October 9

Annual Membership Meeting: Sunday, October 23?

 Theme: Back to the Future!

 Agenda items to date:

 Annual Report (committee reports, officer reports, community survey report, marketing report, history update, volunteer & donor acknowledgements), policy review/amendments? (membership policy), new committees?, design presentation

Annual Board Meeting: Sunday, October 23 (after annual meeting)

 Items for the agenda? (annual plan & goals for the year, fundraiser scheduling, elections)
 (see 2011 plan for reference)

Next meeting: Tuesday, September 13, 2011, 6 pm JTEL Business Office

MINUTES FROM LAST MEETING

July 13, 2011
#22 Board Meeting

Call to order 6:10

Deirdre Helfferich
Monique Musick
Nancy Burnham
Eric Glos
Melinda Harris
Greta Burkart

Jan Ohmstede
Carey Brink
Hans Mölders

Eric: Accept minutes as amended
Nancy: second
All approved

Will discuss meeting with USKH

Reports:

Capital campaign was scheduled to meet at this time- will have to reschedule

Construction committee- no special meeting

Friends of the JTEL- no Roy

Grants and Cooperation-
ECA will work with local groups- the membership voted for it at the spring meeting
EVFD- is interested
Calypso is interested

President's Report:

It has been an extremely busy month for yours truly. As most of you know, I have decided not to run for re-election to the board, for two reasons: 1) it isn't healthy for an organization to be so strongly identified with or to rely heavily on the same one or two individuals for such a long time, and being a founder, it has been a good twelve years for me. 2) I want my life and sanity back. I love the library, but it's taking too much out of me, so I wish to sharply limit and delineate any volunteering I do for it. Over the last two years, I have promised to do several things, so I am endeavoring to finish them up before October so I will be free to work on my parts of the annual report (without going completely bonkers from exhaustion as happened last year).

The things I plan to complete before the end of September are: a short, personal vision statement on the library; the design for this year's Readers on the Run (I will do this by the end of July so there's plenty of time

MINUTES FROM LAST MEETING

for marketing the race); an About Ida Lane biography page for the website; finishing up the gazebo trim (with Hans Mölders); a draft privacy policy; and a review and/or edit of the proposed operating budget, business plan, and marketing plan, should they be ready before the annual meeting. I've already completed a few of the other things I wanted to get done (see below).

I have been doing several ongoing tasks for the library, and will phase most of them out over the next four months. Others will need to pick them up, preferably board members AND additional volunteers.

Ended in May:

maintaining the library (stopped in mid-May);

Ended in June:

maintaining the files in the office (other than the billing/accounting files, which Nancy maintains);

Ending July:

(ended July 9) providing the survey and link to the public at the Ester Community Market and other venues; creating and maintaining informational and records binders for posterity and for practical use: fundraiser binders (Lalla, LiBerry, Readers on the Run); committee binders (Construction, Capital Campaign; also a general Construction info binder); meeting binders (board, membership); the programs binder (unless I continue on with a program committee); the general business records binder (includes USKH and other contracts and policies, etc.); the grants binders (grants received; general grant possibilities binder); and the design history binder. Note that these binders have considerable information in them that the board should familiarize itself with.

Ending August:

publicity for fundraisers (other than website updates);

maintenance of the volunteering & membership binder (includes news stories, marketing report, volunteering and membership information, etc.);

Ending September:

developing policies (collections, membership, program development, annual plan) (will provide draft of privacy policy by end of September);

updating, expanding, and maintaining the website (will continue until new website created, but this will be done by, I hope, September);

maintenance of planters at the gazebo;

Ending October:

my regular presidential duties (agendas, correspondence, state reports, etc.).

reporting monthly or quarterly on the 2011 legislative appropriation and now the 2012 appropriation (my final reports will be for the month of October, created and mailed in November);

posting on Facebook or the blog for official events, etc. (except as appropriate for my volunteer work);

maintenance of board meeting binder; maintenance of state grants binder (legislative appropriations official files required by the grants, Community Revenue Sharing grants).

Tasks I will continue:

adding our books to the online catalog (will continue, if irregularly);

serving on program committee for seed library program (I hope!);

I'm willing to serve as one of the JTEL's representatives to the nonprofit cooperative planning/grants group;

assistance with grantwriting and/or serving on a grants (sub)committee, should one be formed.

MINUTES FROM LAST MEETING

I have begun working on recruiting new board members and volunteers. I've contacted Jan Ohmstede, Sue Hills, Bob Grove, and Megan Boldenow as possible board member candidates. I believe it is URGENT that we get our board duties, job descriptions, and code of conduct in place as soon as possible so that candidates have guidelines and understand what is expected of them, and so that the membership knows what its board should be doing and how it should be doing it. It's a bit difficult to recruit people for something that you don't have a job description for. Also, I feel that we ought to have general job descriptions/duties for our three regular board seats, possibly on the order of a general recruitment person (board & volunteer), a program person, and an outreach/publicity/member recruitment person. This need not be a bylaws- or membership-driven job description.

The board members, however, should not be expected to do as much of the work of the organization as has been the case. We are going to thoroughly burn out our core in short order if we keep this up. Board members should be point people who work with pools of volunteers and chair committees composed of both board members and others, as is the case in our Capital Campaign and Construction committees. I don't think non-board members should chair our committees.

I recommend that we form additional committees and put out calls for volunteers for them: a publicity/outreach/marketing committee; a program committee; an events committee; a board and/or membership development committee; a collections development/curation committee; a grants subcommittee of the Capital Campaign Committee; and maybe a maintenance/operations committee (is anybody maintaining the actual library?). Also, committees should be formed well in advance of our specific fundraisers, and timelines developed for each, as Nancy did for the Lallapalooza. Having specific committees that volunteers can join might help get people involved, since they would have an area of interest on which they could focus, with specific tasks/events to accomplish. These committees could be announced at the Annual Meeting or beforehand.

We should have a regular presence at the Ester Community Market to attract local volunteers (at least on Thursdays; there's a fair amount of local traffic through there). This creates a direct link with the community that keeps the library in the public eye and helps us raise funds and garner members. Developing the Friends of the Ester Library is going to be important. Also, I suggest that we get a non-board member who is skilled in web work to volunteer to transition and maintain the website. (These might all be under the purview of an Outreach Committee.)

Project/Work Updates

Catalog:

Calypso has completed entering their titles (425). JTEL has 1,402 titles catalogued, bringing the combined total to 1,827. To my knowledge, I am still the only one cataloging our books.

Endowment:

Establishment placed on hold as of June 12 board meeting, pending more reflection by board and review of contract language by treasurer and secretary. I made one more pitch via e-mail to the board for establishment before the annual meeting, offering to make up the difference if necessary between the \$2,000 the JTEL would contribute to start the endowment and the \$5,000 needed by the end of a year.

MINUTES FROM LAST MEETING

Grants:

Filed 8th report (for the month of June) with the State of Alaska for the FY2011 Legislative Appropriation; we have \$46,599 available in the fund, and received a reimbursement check for \$934. I've requested reimbursement on our latest payment to USKH, \$401. Pauletta Bourne, our grant officer, sent us some more report forms. Nancy Burnham and Monique Musick are also listed on this grant as authorized signers.

No word yet on the Community Revenue Sharing funds.

Governor Parnell approved the \$80,000 Legislative Appropriation request, official notification and grant contract pending. This grant is also on a five-year period, and will expire in 2016. I sent a postcard of thanks to Rep. David Guttenberg for his work, copy attached, before receiving news that it had been approved. I called Pauletta Bourne up the day after the announcement was made to check in with her; her office still prefers that the highest-ranking officer of the organization be the signatory, but also prefers that the same person responsible before for the grant remain as a contact. She suggested that if we have a grant committee, I remain part of it and continue working with or reporting on the grant (I think she was hesitant about turnover during the life of a grant). Copies of the various paperwork on the grant (Senate bill inclusion, Project Summary, original letter to Rep. Guttenberg, etc.) are in the grants binder and the red appropriations file binder (correspondence section, new DLA file).

Letters of support:

Letter still pending from the ECA. I also asked Amy Cameron to provide us with a copy of the draft minutes of the spring ECA meeting for our reference.

Letter requested from USKH, Inc., pertaining to influence that building design of JTEL has had on company projects across the state, and the implications of this for architectural design work in Alaska. Matt Prouty planned to get this to us by 5 pm today.

Meetings attended:

Calypso Board Meeting, July 11: I attended the July 11 Calypso board meeting with regard to developing partnerships (needs from Calypso or other possible organizations) and the seed library program. I will report on this under New Business. Notes attached.

Meeting with RISE Alaska representative Judi Andrijanoff, July 7: Melinda Harris reporting under New Business. The meeting was attended by board members Greta Burkart, Harris, and myself.

Meeting with USKH & Thorsten Chlupp, July 5: Discussion and vote under Old Business. I recommend approving a one-storey, passive house design with a foyer and mechanical room added to the current design's ground floor. This will provide the cheapest option both for long-term operation and up-front construction costs. Cost comparisons are with meeting notes in the Construction binder.

Nonprofit application:

The re-amended articles of incorporation were received and filed by the state on May 31, 2011. I called the state, which sent the Certificate of Amendment via e-mail, which was needed for the IRS. Our application had

MINUTES FROM LAST MEETING

been placed in suspension because we had not sent this yet, but after talking with them, all should be okay now. The new information was faxed on Thursday, June 30, and the IRS should have had it July 1.

Partnerships:

I am pursuing avenues for partnership development in connection with the seed library program proposal; hopefully this will give us an idea of what we might need in general to create formal partnerships with other organizations. I am also drawing on the Neighborhood to Nation conference workshops on partnering and community organizing that I attended in May.

Policies & Plans:

Revised draft of Goals & Objectives created, sent to board; copy in meeting materials in Board Meetings binder. Copies in the Business and Programs binders.

Draft of Program & Activities Development Plan created, sent to board. Note: this is more or less a policy for incorporating programs or activities into a plan; to be adapted for planning purposes as proposals are submitted. Copies in Board Meetings, Business, and Programs binders.

Program development:

Draft Program Development Plan created, per above. Proposal process should be decided on. Proposal for Growing Ester's Biodiversity: A Seed Library Program created, sent to board; copy in meeting materials in Board Meetings binder. A second copy, with supplementary materials, is in the Programs binder. Additional potential seed donors and lecturers have expressed interest, and I am now in correspondence with several seed libraries/community seed banks around the country.

Publicity statistics:

Facebook page has 290 fans

Blog has had 3,380 visits as of July 11, no posts since Thorsten Chlupp lecture (May 2); calendar page updated.

Unfinished business:

Several items have been decided on by the board but have not yet been accomplished. These items have been on various meeting agendas but either the associated tasks were never completed or the item was tabled indefinitely. These should be taken care of, preferably before the new board is elected:

remaining items from Lallapalooza (not picked up and/or paid for);

plaque dedicating Ida Lane Clausen Gazebo (design completed, not yet sent to an engraver);

Into the Woods cabin tour and associated building decision;

computer and donor software setup (I will work with Ulises on this during July);

mechanism to recognize bequests;

mechanism to recognize major in-kind donors (Note on a specific case: thank-you cards have been sent to Hans Mölders and Jeff Martt for their survey work, but the additional recognition method has not been decided on; these men deserve some form of concrete acknowledgement, and, once the manner of recognition has been decided on, they should be informed of it);

a volunteer librarian should be appointed (per the Collections Development Policy) and duties determined;

MINUTES FROM LAST MEETING

the vendor list with regional weighting (Ester area, FNSB, elsewhere) as required by the Procurement Policy needs to be created. Information for this list has been gathered for construction-related vendors, but many—especially local—construction outfits and non-construction providers (library supplies, etc.) have not been included;

the Board Duties & Code of Conduct policy should be finalized and voted on. It might be appropriate to divide this into three documents: board duties and job descriptions/expectations, a code of conduct, and a development/action plan (the annual plan's role, as a brief bullet-point list of goals for the year, is alluded to in this, and might be thought about for the next annual board meeting's voting—preparing it ahead of time will make that annual meeting quicker!).

Website:

Frequently Asked Questions page created, questions and answers posted to website. This includes an essay (on a separate page) addressing the question, "Why We Need a Library in Ester."

About Ida Lane page created and on line, text in process.

Draft Board Roles & Responsibilities policy page created and on line, pending final text per board.

Draft Goals & Objectives page created, pending final text per board.

Draft Program Development Plan page created, pending final text per board.

Proposal page for GEB program proposal created, accessible via the Site Map and the draft Program Development Plan pages ([HYPERLINK "http://www.esterlibrary.org/planning/proposals/proposal1seed.html"](http://www.esterlibrary.org/planning/proposals/proposal1seed.html) www.esterlibrary.org/planning/proposals/proposal1seed.html).

Vice President's Report

Been busy building- it's summer

Will step down come October

Will remain involved with construction committee

Nothing to report- missed USKH meeting

Treasurer's Report

\$1497 deposited into savings

No sales to report

\$100 in fundraisers

\$403 donations

\$35 memberships

\$2.80 dividend

\$25 pledge

\$934 reimbursement from State

\$802.63 expenses

\$506.65 Gulliver's

\$11747.95

\$1823.37

Secretary's report

Will get the requested minutes sent and approved via e-mail

MINUTES FROM LAST MEETING

Reimbursement funds

In theory we could spend all the money we have and get it back the next month

It is possible to get an advance as well- need to look into the process

Trick now is to spend things as possible- to our advantage

Received a statement in April from USKH for the same amount as we had paid

We owe them close to \$5,000 now

Melinda: Do we want to try the advance process just to see how it works?

Taking longer could get really complicated

Need to review contract to see how complicated the process is

Let's keep it simple when we can

Melinda does think it is worth trying, others think easier is better

Old business

Construction design decision-

The meeting with USKH included Mike, Monique, Roy, Carey, Jan, Matt, Gary and Thorsten

USKH provided some rough figures to show the difference of basement vs. no basement and potential cost savings and payback

(See graph provided by USKH)

Up to \$1.5 million for two-story building (high end)

Removing the basement would reduce the cost by over \$500,000

One story plan~ \$647,250

These numbers are not fully accurate- guesses by Gary

Based on commercial not residential- we are closer to a residential plan

Thorsten thinks it could be much lower

Three sources of cost- design, construction 16-18%, operations usually 84%

Basement-

Ground too cold- needs to be slab on grade for passive haus

Eric- 25-30 years in AK construction

One roof-

One foundation- at some point it may as well be a basement, crawl space

Basement slab is thermal mass

Concrete walls are thermal mass

Main floor is thermal mass

That is a lot of additional mass

Passive haus might work well on a house- but we are not a house

Remodeling costs a lot

Recommends full basement and aspire to future passive haus

Basically same amount of money

Carey- how come they estimate the cost to nearly halve by removing the basement?

Constructions cost keep expanding by meeting standards

MINUTES FROM LAST MEETING

Buying space is not cheap and we don't have much room to expand on grade

Melinda- we are trying to avoid sprinkler systems with our occupancy and square footage, how does storage affect this?

Whatever we do we don't want to exceed that boundary

Additions in the future could mean H2O system

Monique-

Discussed external storage on site rather than basement storage

Greatly in favor of smaller cheaper building

100% behind passive haus

Want to bring in Thorsten as a consultant

Eric- suggest aspiring to passive haus

Greta-

The cost we need to worry about is how to maintain the building

How to pay the bills

It is difficult to get money to build but even more difficult to get the money to operate

The efficiency of the two designs- with basement 35% efficient

Without basement- 85% efficient

Passive haus is required in public buildings in Frankfurt and other places

Read letter from Mike Musick in support of passive haus/Thorsten- attached

Hans-

If we build passive haus- it will help a lot

The oil savings in the life of the building (150 yrs.) will be huge

If we can build to standard by eliminating the basement

Lots of styrofoam etc to get to R70

In 200 years whoever is around will look at the building as a money maker, not loss

The value will carry

Melinda

If we accept this, what are the costs?

Solar site study about \$300

Computer modeling would cost more

Eric-

Call the question

[group kept discussing despite attempt to call question]

Single passive or two story basement?

Clarification- Mike and Todd are in favor of single-story

MINUTES FROM LAST MEETING

Nancy- can we vote on this without knowing what Thorsten will cost?

Probably less than \$5,000

Melinda will abstain unless there is enough information to vote

Deirdre, Monique and Nancy vote in favor of single story passive

Greta also feels we can't vote until we have the cost information

Thorsten is the local expert- we could go outside if we want

Our real question is do we want a passive house?

Melinda-

Familiar with his presentation and design

She and Greta visited his house

Heard his lecture

Not convinced with the evidence

We've been wishy-washy all along

We have to have the plan to get the money

Eric- I can be swayed (one-story vs. two-story) to get this moving along

Let's make a decision and run with it

Thorsten is not the designer- he is the consultant

He will measure the solar gain, efficiency of the building, and help us determine our thermal storage needs

It is not a "Thorsten-house two"

Not concerned as much about Thorsten's cost as on getting the project rolling

USKH has been wonderful- dealing with our changes

VOTE: Single-story passiv haus- APPROVED BY CONSENSUS

Policies bumped to next meeting

Computing- covered in Pres report

Business plan- in progress

Marketing plan- in progress

Organization goals and objectives- discussed changes

ACTION: Monique move to adopt as amended [as presented, with one change: from "on our land in Ester" to "on the library's land in Ester"]

Eric- second

All approve

MINUTES FROM LAST MEETING

Community survey update- 91 online, 39 hard copy

Total 130 surveys

Try and do final push- send it out

Enter the hard copies into Survey Monkey to get the aggregate results

Keep hard copies and hand compile results

Use the simple form- use the questions that get the best results

Find out what really matters

Will provide the aggregate responses- evaluate them, then self-administer a paper copy that really gets to the important things

This is one reason why the market has been so successful- one on one speaking

Melinda: RISE Alaska- meeting July 7

Met in person with Judy Andrijanoff

Project manager

All her projects are public libraries- entities under city or borough

Made a cold call to Melinda a few months ago

Introduced self as a “project guru” interested in meeting

Said sure- we’re open to talking

Was in town for other meetings- gave us an hour for introduction

Melinda, Deirdre and Greta were there, at least for part

Nancy discussed with them post-meeting

Spreadsheet of state library projects by year

All public projects- ie. Cordova, Juneau, Sutton, Kenai (expansion)

Amounts requested- averaged to \$2 million- from \$350K to \$4.7M

Qualifying criteria- a little mysterious- possibly “A-list”

Ready to pay and play- public libraries

We are not that

Did some name dropping etc.

Randomly picked name from board website- called Melinda

PM- what role exactly?

Offered to get started talking with folks

Need to compose our financial picture, history- how we have managed funds

Committed, expended, secured, pending

Being able to articulate that fiscal picture is going to be vital when talking to “money”

This will be an important part of our grant funding

This is also a key part of our business plan

Need a complete fiscal picture- elevator speech ready!

Seemed to be fishing about our ability to be a paying customer

Did not let her do any “speaking for us” without understanding what she was in it for

Unless we hire her we don’t want her doing things

RISE Alaska also is really expensive

Appreciate the reminder that we are not a public library

Beyond Books really fits- we are not trying to become a public library

Her time is appreciated- but her services don’t fit

MINUTES FROM LAST MEETING

Deirdre-

One more thing: great libraries are not warehouses for books- they are active community and civic centers- they are a focal center for a community

She had some great information- but is so focused on a library as a public entity that she missed what we really are

It will be important to have a project manager

Construction management

Are we able to pay for it?

It needs to be considered as one of our costs

Need experienced contractors

An experienced contractor may be better than a project manager

The RISE Alaska model seems superfluous

Described her statewide funding approach

Works with AKLA

Library construction and expansion program is what she is geared toward- we don't qualify

She alluded to a relationship with the borough

She also wanted us to ask for more state money

Wells Fargo- funding libraries

Important to document need

Document affordability

National standards on # of volumes to population

Agreements and cooperation are important

Funding history for the project is really important

Deirdre has made a draft- shared with Monique and Nancy

This meeting was informational and free- nothing else from her ever would be

Monique- If we end up building using combinations of local labor and subcontract separate parts of the building then we will really need a educated, experienced project manager

Library Music Festival- August 20th

One good venue- no hall- Eagle good

Seed Library-

Met with Calypso- asked if they would rather do it than the library

They are done by lots of associations- but modeled off the Richmond Library

Calypso concerned about being over-committed if they tried to do it

Would like to partner with us collaboratively- they do some aspects we do others

As far as partnerships they just need a memorandum of agreement

Had some ideas- Vista volunteer

Internship for credit with UAF sustainability office

Have interested seed partners

Please look at program development plan and proposal- give feedback

Excellent meeting- lots of opportunities for collaborative work

University would store them- we would keep the records etc.

Calypso interested

Could bring new people to them too

MINUTES FROM LAST MEETING

Look for contacts- look for skills we need
Make personal invitations

Recognition of bequests- ideas?
Special page of recognition- simple
Web for now figure out something for the future, discuss at next meeting

Matt is scheduled for August 17, can we do it Aug 10
Ester History- Nancy will ask Amy about a poster
Confirm with Matt
Deirdre will do news miner
Monique will do Facebook and Blog
Greta will try university contacts

Readers on the Run- Sunday October 9
Who will organize- Greta and Trey

Eric: motion to adjourn
Nancy: second
All approve 8:50

PRESIDENT'S REPORT

For the August 9, 2011 JTEL board of directors meeting
Deirdre Helfferich

It is evident that a tsunami of interest and support in the John Trigg Ester Library has begun to manifest. People are offering us money without our prompting, as we've seen with Nadine Winters and the borough ordinance and the Carboys. We're now entering a period where people can donate to us and get a tax write-off, which makes us eligible for all kinds of grants and donation programs like payroll deduction, PickClickGive, and so on. Things are going to pick up pace!

Updates

Bookshelves:

Sherril Peterson of Catholic Schools of Fairbanks contacted me to see if JTEL wanted 15 or so wooden shelving units for \$50 each, or \$750. Roy Earnest investigated and took a photo for the board, which decided to obtain them if we could find a place to store them. Phil Rulon offered to donate his 20-foot Conex to the library, if we come and get it (25 miles from town). The shelves are back-to-back units, 72" long with shelves 34 3/4" long. The units taper from top to bottom: 14 1/2" deep at the top to 24 3/8" at the base. The height of each unit is 63 1/2", including the base, which is 17" x 65" and 3.5" tall.

Cabin-building workshop:

Hans and I spoke with Val Barber 7/26/11 about the possibility of doing a cabin building workshop either next year or the year after. She says they need 6 months' notice, and can aim it at the craft level of the expected participants. Hans and I suggested that the library could survey the area (make a call for suggestions and interest level) and see what people want to know. We talked about straw bale as possibly being a better or alternate route to log (better insulation); also talked about cordwood building and the idea of creating a cordwood composting outhouse first, so that during library construction the crews would have a place to go and we wouldn't have to rent a port-a-potty. Tom Zimmer has constructed a composting outhouse, so his might be a model for how to do that. Hans thinks we should build the outhouse first so we won't need to rent a Porta-Potty for the construction crews working on the library. Possibly could do two or three workshops, build caretaker cabin, outhouse, and a storage building. Their cost is around \$15,000; she suggested Richard Musick for the log building workshop (or they could fly in an expert from Outside). We do need to look at Into the Woods first, though.

Gazebo work party:

I set up a small work party to do finish work at the gazebo, Sunday, July 31. Nancy Burnham, Hans, and I cleared trees and shrubbery, weeded invasive plants, watered the hanging baskets, installed and varnished the interior paneling, swept; and installed a small bookshelf. Things remaining on the gazebo are: another coat of varnish for the interior; ordering and installing the dedication plaque; two more stained windows; sanding and varnishing the bookshelf; and hanging up the E=MC² bird feeder in the birches over the benches to the north of the gazebo. We discussed the possibility of putting in a fire pit or permanent barbeque at some point. Hans suggests that we get mosquito netting for the sides that can be held up with velcro when not needed.

Grants:

Filed 9th report (for the month of July) with the State of Alaska for the FY2011 Legislative Appropriation; we have \$41,929 available in the fund. I've requested reimbursement for our latest (and largest to date) check to USKH, \$4,670.

Received the award letter from Pauletta Bourne, our state grant administrator, for the FY2012 Legislative Appropriation, requesting a scope of work for the project (including a brief project description, proposed timeline, and budget narrative), a completed Authorized Signers form, and the contact information for person responsible for

PRESIDENT'S REPORT

administering the grant. The materials were due August 10, so Nancy and I signed it as authorized signers, and I mailed the materials August 1. We can send an amended list of authorized signers later. Ideally, a person whose term ends in 2012 would be among the signers. Copies of materials sent are in the state (red) grants binder. Also, I received a phone call from Bourne, in which she said that the ECA would need to write a letter on our behalf in order for her to release the funds because the grant was to the community of Ester, not a designated entity, as is the case with our FY11 appropriation grant. I gave her the phone numbers of the ECA officers and the ECA's mailing address.

Worked with Nadine Winters, JTEL board, and Greg Hill (Noel Wien director) to find mutually acceptable means for JTEL to receive possible grant money from the borough. The draft ordinance outlining this grant and two large sums for Noel Wien was due to be completed August 1. The funds for the JTEL will come from the borough's general grant; the ordinance should be up for vote by the assembly in September. Winters has asked us to rally friends of the library to testify at the meeting or e-mail the assembly in favor of the ordinance. (All the libraries will need support.)

Applied for JTEL to be a 2012 Rollergirls fundraiser bout beneficiary. A copy of the application is in the Grants binder.

Received Community Revenue Sharing award notice and readied requested materials, with the exception of the Scope of Work proposal.

Quit List:

I have ceased:

- maintaining the library
- maintaining office files, other than the binders
- sitting a booth at the Ester Community Market

I have continued to maintain the Construction, Grants, State Grants, Borough, Volunteering, Board, and Business binders.

I will be ceasing the following duties as of the end of:

August: publicity other than web updates; someone else will need to take on publicity for Readers on the Run and the lecture series.

September: policy development, gazebo planters maintenance, webwork (unless new website is not up yet)

October: presidential duties; posting on Facebook or blog; records binder maintenance

November: October report(s) for grants (I can go over this with the new president and/or grant administrator so he or she will be better prepared to take on the reporting for following months.)

Websites & blog:

Created a .com page for Philip Carboy (www.esterlibrary.com/philcarboy.html)

Updated .com for new LiBerry Music Festival and Lost Dog fundraiser dance

Created events on Facebook for Lost Dog dance, board meeting, LiBerry Music Fest, gazebo work party; updated

Adapted FAQs to reflect possibility of broader grant sources

Updated design pages with new design schedule, created design history page

Updated meeting pages to include draft agenda pages for Sept. 13, Oct. 11, Oct. 23 board meetings, Annual Membership Meeting, and Annual Meeting Packet

Created post on blog regarding nonprofit status

Updated .com and .org to reflect our public charity status

294 fans on the Facebook page

TREASURER'S REPORT

Financial Report JTEL

August 9, 2011

account #123007

Denali Alaskan Federal Credit Union

Income

Deposits:	\$0.00		\$0.0
0			
	(savings)	+	(checking)
	transfer 6000.00	savings to checking	(7/30)

Sales:

Fundraisers:	\$ 0.00
Donations:	\$ 0.00
Memberships:	\$ 0.00
Dividend:	\$ 2.87
Other:office	\$ 0.00 (other)
State of Alaska	\$ 0.00

Subtotal: \$ 2.87

Expenses

Checks: \$ 4970.00

Subtotal: \$ 4970.00

Balance Savings:	\$ 5750.82
Balance Checking:	\$ 7727.79
Credit at Gullivers Books:	\$ 506.65

Check Run 7/14/11-8/09/11

USKH	\$ 4670.00
The Annex	\$ 300.00
Total	\$ 4970.00

SECRETARY'S REPORT

I am overjoyed that the 501(c)(3) application has been accepted, however our hard work has only begun. Now more than ever we need to be ready for grant applications and management. A huge part of that is our business plan and boiler plate information. Also our "elevator speech." I am working on all of these things as time allows, but the biggest obstacle is facts.

1.) Final design plans, and construction timeline and budget.

We must be able to articulate how much money we need to construct the library, for what, and when.

2.) Operating expenses

I've crated a rough estimate of operating expenses. This needs to be refined, reviewed, discussed and turned into an operating budget worthy of showing to grantors.

3.) Sources of income

There is no way that we can operate this new library at our current funding levels. As I try to write an operating budget, and provide numbers on the income side to cover expenses I come up short. Tens of thousands of dollars short. This is a huge problem. One we keep failing to address as a board.

I need to show \$50,000–\$150,000 of annual income. I need to be able to clearly describe the sources of that income in a business plan. This is not something that we as a board can continue to overlook. It is not the Capital Campaign Committee's job. By definition, they are raising money to build the library– not run it. That is our job as the fiscal managers of this non profit.

We must take a long hard look at our real, dependable, ANNUAL, sources of income and come up with a plan that really works. If we do not do this we may as well just quit, because we have no business building this building if we don't have a plan to keep it maintained and running. I am happy as Secretary to write up our plan. I've already written a good bit of the background information, and other parts of the business plan. But the business part itself need serious attention NOW. And I need all of your help. Help me describe our income sources. Help me think outside our current box to locate additional sources of income. If we can't do it on paper we shouldn't build it.

4.) Financial management plan

Again, it is the business part of the business plan that needs to be addressed by the board. We need a real financial management plan. This is above and beyond our petty cash and purchasing policies, this is the detailed description and delegated duties of all matters of finance. This is above and beyond the role of the Treasurer. This means our bookkeeping and accounting methods, tax preparation procedures, grant tracking and other fiscal management operations. We are a corporation now, we need to manage our money like one!

5.) Cash Flow Projections

So we've figured out a bunch of ways to get money....when? What will our annual money flow look like? What are our lean months? Rich months? Can we spread that out? How do we show a bank, a foundation and our membership where the money will come from each month to pay our bills? We have to do better than \$2.87 that's for damn sure!

LINKS TO REVIEW PRIOR TO MEETING

For the sake of paper I am not going to include every policy that will be reviewed and voted upon this meeting. However, we are all responsible for reviewing the following:

board conduct policy & board duties & roles:

<http://www.esterlibrary.org/boardduties.html>

non-officer board member job descriptions

Program & Activities Development Plan & Policy

<http://www.esterlibrary.org/planning/programplan.html>

program proposal: seed library

<http://www.esterlibrary.org/planning/proposals/proposal1seed.html>