

MINUTES FROM LAST MEETING
Tuesday, December 13, 2011
#27 Board of Director's Meeting

Attending:

Monique Musick

Nancy Burnham

Trey Simmons (proxy for Melinda Harris)

Molly Rettig

Carey Brink (proxy for Roy Earnest)

Jan Ohmstede

Call to order: 6:10

Adopt agenda: MOTION - Molly/Second-Nancy; ALL APPROVED

Accept minutes: MOTION – Nancy/ Second - Molly; ALL APPROVED

President's Report: Monique highlighted information on the JTEL Teamlab Portal and how to be added as a site user (see report in packet)

Treasurer's Report: Nancy reported a net income of \$0 (see report in packet)

Committee Reports:

Events

Trey reports the committee met to plan the speaker series as follows:

January- Sandy Jamieson/February-David Stone (animal migration)/March-Matt Nolan (glaciers); other ideas: April-Calypso (pre-season gardening)/May- Ross Coen (Alaska history); Summer: 2 months-GEB; Fall-Thorsten Chlupp; funding needed for lecture series is estimated at \$50/month (\$25-hall rental, \$20-snacks, \$5 publicity); hall rental will be paid by check and other expenses will be pre-approved reimbursements;

Fundraising

Ideas presented for discussion: home brew festival possibly in Chevron station bay; fundraising dinners in private homes; breakfasts similar to the Northern Environmental Center's recent fundraiser;

Construction: Teamlab Portal now operational;

Capital – to be rescheduled

Finance – to be scheduled in late December

Program Report:

GEB Calendar 2012, Events and Fundraisers (in packet); need board approval by January 6 announcement of January through March events;

MOTION – Nancy/ Second- Trey: \$25 for Feb and March hall rental;

AMENDMENT TO MOTION – Trey/ Second – Molly - approve programs for January, February and March and the \$25/month hall rental fee for two months (Feb, March);

ALL APPROVED

Public/Board Comments – None

OLD BUSINESS

Grants Update

Received bill from USKH for over \$31,000; USKH wants total payment and cannot accept payment plan; Monique filed for advance payment from DLA 11-DC-5533 and electronic transfer to JTEL account; will take about 2 weeks; USKH will accept this timeline for payment;

Connex purchases: projected at \$4500 per 40' connex; Don has found 45' trailer with wheels (road ready) for \$4000; Scott Allen can move it; need a work party to help move large shelf units from storage into the trailer; Don anticipates a new supply of used connex units coming on the market in the new year will lower the cost and advised we wait to purchase the second unit;

FNSB grant

Will be budgeted as \$5,000 for office expenses and marketing and \$30,000 for design, construction and site preparation; currently have about \$8,000 in checking and \$13,000 in savings; will get 90% of funding when budget proposal is submitted; Monique will draft a proposal for how to spend the grant monies and email to the board for feedback;

NEW BUSINESS

2012 goals and planning

Timeline for new webpage/logo/brochures and other marketing materials – March 2012; looking for volunteer artists for logo design; 95% of web design is done; need marketing materials and branding done before we can apply for grants; all committees need to complete their assignments by March;

Fundraising schedule

August: LiBerry/ October: Readers on the Run

Proposed fundraisers to add to schedule: Literary Jeopardy- Hannah Hill knows person who organizes this event in Anchorage; Tape and Tarp Break Up Ball proposed by Monique would include ballroom dance lesson by David Lesley; fundraising committee will take on planning of this event; Jan will research the fundraising blackout period for agencies receiving United Way funds

Physical inventory

Need to determine assets for grant proposals and IRS accounting; complete physical inventory need to be completed by the time JTEL files taxes (March 1, 2012); Roy offered last meeting to research scanning software for book inventory; Nancy talked to Gulliver's and reports they value books at one-half the new price and lowest value assigned to paperbacks is \$2.99; need to plan the system before we start the physical inventory; Trey will check with a tax accountant regarding how to value assets; Monique would like to consult with a library for advice on how to value book inventory

Web site design

Molly reported on the current status of the website; she wants a classic style design; the header will change every time the user clicks on an item; will add contact information,

current library location and hours of operation; other suggestions for web page content include events, mission statement, link to Facebook page, membership information and a button to click to donate to JTEL; other quick links could take user to the library catalogue and blog; Molly requests people submit art for the website; need more photos to use in the header, preferably representing library usage, Ester culture, sites or events;

Online billing/payment

Briefly discussed use of a debit card for online billing and payment and determined currently don't have enough billing and payment to justify debit card at this time; will continue to use reimbursement of approved purchases and check payment of bills

Next meeting: Tuesday, January 10 at 6 pm; submit agenda items to Monique;

Molly added that Tim Ellis of KUAC called and wants to do a story on the library design; will arrange for him to interview Monique and the construction committee; Molly will contact Tim to provide initial information to move forward with development of the story;

Trey- MOTION to Adjourn/ Second- Nancy

Adjourned: 7:40 pm