

## MINUTES FROM LAST MEETING

Tuesday, January 10, 2012

#28 Board of Directors Meeting

### Attending:

Monique Musick

Nancy Burnham

Trey Simmons (proxy for Greta)

Roy Earnest

Jan Ohmstede

Call to order 6:08 pm

Adopt agenda as amended to postpone approval of minutes until next meeting

President's report: items to be discussed as part of tonight's agenda

Treasurer's report: will be emailed; currently working on Quick Books entries and reconciliation for past 2 years; USKH bill for \$38,000 was paid with state grant funds and additional funds from savings account; Nancy leaves Thursday the 12<sup>th</sup> and will be back on the 25<sup>th</sup>; needs copy of photo IDs from all signers to submit with signature cards.

### Committee Reports:

Events - Speaker series is set up through July as follows:

January – Sandy Jamieson – publicity is out

February – David Stone

March – Ross Coen book signing

April – Matt Nolan or Peter McRoy

May – Calypso Farm

June – Dierdre Helfferich – GEB

July – Dierdre Helfferich – GEB

Fundraising – Tape and Tarp Break-up Ball proposed for mid-May

Capital – committee met 1/3/12; documents are being set up on Wikispaces; can post grants, budgets, etc. at this site for user access; needs for grant writing preparation include risk management plan, census data, and completing inventory of collection; found Q-cat scanners available for the software being used for inventory that will automatically enter data and recognize if the item is already in the database; discussed fund raising ideas for donors based upon building design and concepts;

Construction – scheduled to meet 1/22/12 at 6 pm to discuss construction management strategies;

Finance – everything is entered in Quick Books and reconciled through 2011; checks and balances established with new procedures using double signers and president reviews treasurer's entries;

## OLD BUSINESS

Link on Facebook page links to KUAC story on building design

Grants update – first grant fully spent; second grant funded part of USKH bill; paperwork for FNSB grant will be submitted for approval of \$30,000 for site prep and \$5000 for office expenses;

Trailer – purchased and moved to lot behind Annex; ready to move books onto shelves;

Inventory – MOTION – Roy/ Second – Nancy; approve purchase of 2 Q-cat scanners; ALL APPROVED; Mo will complete purchase order to acquire these; need to complete inventory in February and March;

Webpage – Mo will review before switching current webpage with new webpage; Mo would like to wait to roll out new website after the new signage and lighting is installed at current library site; indoor motion sensor light will be added to activate when users enter; Roy suggests giving Thomas Hart first chance at creating signage.

Library inventory – Roy thinks Boy Scouts can help with inventory and hauling books in and out of library/storage during the process; suggested books be rotated between library and storage to keep selection interesting and reduce crowding;

Spring fundraising – meeting set for tomorrow night at 6 at Golden Eagle;

Endowment Update – Melinda is heading endowment committee (separate from fund raising committee); have received a couple donations and are getting statements ready;

Financial management – will finish reconciliation next month; want board to look at how we are spending money and how we can better manage our finances;

Logo design – Mo proposes a date be set for logo design meeting so library branding can move forward; meeting set for Thursday, 1/19 at 6 pm;

Next board meeting is February 14 at 6 pm.

MOTION – Nancy/Second – Trey to adjourn; ALL APPROVED

Adjourned 6:50 pm