

MINUTES FROM LAST MEETING

Tuesday, July, 2012

#34 Board Meeting

Attending:

Monique Musick

Melinda Harris

Molly Rettig

Deirdre Helfferich

Nancy Burnham

Jan Ohmstede

Call to order 6:10 pm

Agenda adopted- MOTION – Molly/Second – Nancy ALL APPROVED

Minutes of April and May meetings will be posted to website for all to review and approve by email; June meeting minutes approved as amended;

President's Report – Mo feels need to make faster progress; grant reports filed and complete.

Treasurer's Report – no deposits; checks written for total of \$3900; savings account balance = \$??? ; check for \$5318.96 ????? ; FNSB grant funds = \$31,500; ????? = \$40,701.15

Committee Reports

Capital Campaign committee met on 6/24/12; Carey working on letter to First National Bank to verify endowment; membership database and Gift Works are the priorities for committee; Gift Works can interface with QuickBooks; need to increase membership and consider increase in membership fee;

Construction Committee is not meeting regularly; unsure who comprises the committee and who is leading committee; Mike, Hans, Todd and Melinda have been active members; need to schedule meeting ASAP; Mo will catch up with Melinda on committee status;

Events Committee needs to meet to plan the LiBerry event to be held on 8/25 at the Golden Eagle Saloon; library lecture speakers are planned for remainder of summer; next lecture is Wed, July 18 with Sine Anahita; will email everyone to invite to next events committee meeting;

Programs-GEB update: Mike Emers will talk about plant life and Deirdre will talk about the seed library at an upcoming lecture; Food Festival is being planned; planting day was a success; gazebo gutters paid for with revenue sharing grant and installed by the Gutter Guys; composting outhouses are next project; GEB has 53 Facebook fans and a mailing list of 74 people; GEB newsletter will be up soon; considering a Seed Swap in the fall; volunteers needed for long-term maintenance of gazebo garden, including watering and weeding;

Public Comments - none

OLD BUSINESS

Board replacements

Need another board member? Need to re-verify member and positions held; officers are as follows: President- Monique Musick; V-President – Melinda Harris; Treasurer- Nancy Burnham; Secretary- Jan Ohmstede; Members – Molly Rettig, Trey Simmons, Roy Earnest; Alternate member – Greta Burkhardt;

MOTION by Nancy to approve Deirdre as alternate board member; Second by Jan;
ALL APPROVED

Signature authority for checking account: Nancy has documents for all board members excepting Deirdre and has board minutes she needs to submit to bank to add signers to the account;

Community Revenue Sharing

Outhouses, motion sensor lights, and signage are the projects designated for these funds; materials and supplies were purchased by June 30 deadline; \$2600 to Spenards for building supplies; construction committee will find volunteer labor to install lights and work on outhouse project; Melinda will ask Frank for approval to install the motion sensor lights in existing library building; \$600 account at Interior Graphics was established for work on signage with rendition of building; Deirdre will pursue logo design with Putt Clark because Putt has not heard from Roy; need to discuss entire look for branding (website, signs, logo); lack of logo is holding up progress on marketing; Nancy was paid for supplies she has been providing for library; grant funds were used to fill fuel oil tank;

Logo design

Deirdre will take on this project; send input to her at estereditor@gmail.com

Endowment

Mo is working with Nancy and Carey to secure endowment with First National Bank; need to work on roll out of endowment drive; First National does monthly donation to nonprofits; need to secure donors as founding partners before launch drive; capital campaign committee will discuss further; must establish \$5000 in fund by year end to secure it with Alaska Community Foundation and allow more time to prepare for the drive;

Office sponsorships

Roy was in charge; no new information; need to get new person to work on these sponsorships; \$35,000 borough grant was dedicated to site preparation and for paying rent on current library facilities; goal for office sponsorships in coming fiscal year is \$3600; Mo will contact Roy regarding status of office sponsorships and inform him of decision to have Deirdre follow up with Putt Clark on logo design;

Volunteer hours

Need to submit to Mo by 9/30/2012 (end of FY); Jan will explore way to track volunteer hours on Gift Works so board members can log into Gift Works and enter their own volunteer hours regularly;

NEW BUSINESS**Project approval/management/fund tracking**

Working to amend policies for assuring proper process is followed and funds are being spent for intended purpose; need to improve planning for projects;

FY 13 budget

Mo and Nancy met yesterday and put budget together; looked at chart of accounts, what was actually spent and projected budget of about \$20,000; will discuss FY13 budget and report of FY 12 more at next meeting;

Site plan and LEED area

Don't have completed site plan and have not defined LEED area; Todd and Mike are LEED experts and construction committee will work on site plan;

State appropriations

Melinda and Mo met with Bob Miller about a circulation system; Molly talked with librarian at Noel Wien who recommended we look at school library systems or other smaller scale models; Mo felt circulation system is an immediate need that can start development now and expand as volumes are added for new library; Deirdre describes Library Thing as a cloud system; may be able to use as our circulation system; Deirdre, Molly and Mo will research this; Jan suggest we determine if we can request state dollars to fund a person to set up a circulation system;

Summer work

Marketing/publicity: Deirdre will head up and Molly will help;

Office/library work: Nancy has been doing most of the filing; she will email us when she needs help; need people to stop by office/library to clean and organize regularly;

MOTION by Melinda to purge all VHS tapes from collection- Second- Molly; after discussion, Jan amended motion to "purge VHS tapes that have no historical or significant value"; ALL APPROVED motion as amended;

Events

Nancy will bring snacks for July lecture; everything else is arranged; Sine will bring own equipment; flyer is ready;

LiBerry music festival is August 25th; Nancy will confirm venue; will announce event at AY&P on Saturday July 14th and Mo will solicit musicians at that event; Nancy is chair and will call a meeting; Mo will do sound for the event; need to start marketing;

Readers on the Run is set for Oct. 7th (Sunday);

Next Meeting is August 14, 2012

Items for the agenda:

- FY12 budget report and FY13 budget

- Dues increase

- Work party to sort and purge VHS tapes and books

- Book moving

- Update on Gift Works and membership

MOTION to adjourn by Deirdre/second by Molly; ALL APPROVED;

Adjourned at 8:05 pm