

# MINUTES FROM LAST MEETING

Tuesday November 15, 2011  
#26 Board of Directors Meeting

Attending:  
Monique Musick  
Melinda Harris  
Nancy Burnham  
Jan Ohmstede  
Trey Simmons  
Molly Rettig  
Roy Earnest

Call to order 6:10

Adopt agenda with amendment to Old Business; Motion- Melinda/Second – Nancy; All Approved

Accept minutes: Motion - Nancy/ Second – Roy; All Approved

President's Report – Monique reported on highlights of 10/27/11 meeting with Deirdre (see report in packet); Monique and Nancy met regarding check signing privileges on the bank accounts with goal to set up checks and balances in accounting system

Treasurer's Report – Nancy reports net income of \$4981.94 as of 10/31/11

Committee Reports

OLD BUSINESS

Grants update

Deirdre will manage the designated state legislative appropriations grant (DLA 11-DC-533 and DLS 12DC-596) but Monique and Nancy will be added as signers; the total FY12 appropriation of DLA 12 DC-596 (\$80,000) is available for library design and construction with required completion date of June 2016

Monique will take over the FNSB matching grant funded by Ordinance 2011-20-16 with an appropriation for FY 2012 of \$35,000; Monique discussed option for spending these grant monies; Roy suggested the purchase of 2 connex units at \$4000 each; Trey suggested purchasing the library office computer and software; other options discussed rent for current library office space and signage; need Thorsten's input on other costs of design and construction that could be covered by these grant monies

Monique will take over the Community Revenue Sharing grant from the FNSB; currently have received \$6733 of the FY2012 total funding of \$8966; grant funds were approximately \$2000 more than originally expected and need to submit new budget and scope of work to reflect how the additional funds will be spent; can include outdoor items/work and upgrades to the existing JTEL facility

MOTION: Melinda- Use the additional \$2000 to upgrade existing JTEL with signage and lighting;  
Nancy- second; ALL APPROVED

# MINUTES FROM LAST MEETING

## Business Plan

Monique wants to delegate responsibilities and requested assistance with tasks and projects; Roy volunteered and suggested Carey Brink might also be interested in taking on special projects; Trey and Jan are interested in helping with special projects;

Monique will be working with Debbie Rimer and Nancy to set up operating budgets in QuickBooks; Melinda wants to join this work group;

Readers on the Run sponsorships: Nancy requests everyone who got sponsors now send thank you cards with the JTEL EIN# to sponsors

## NEW BUSINESS

### Budgeting/financial reporting

Currently formulating and looking for input on setting up procedures to assure checks and balances of system; treasurer writes checks and need second signer; will get checks set up for 2 signatures and register more than 2 signers with the bank;

MOTION: Roy- Treasurer be primary signer with all board members set up as second signers;  
Trey- second  
ALL APPROVED

All signers will need to give Nancy a copy of their driver's license

Will consider a bookkeeping service to enter financial transactions in QuickBooks once the system is established

### Construction timeline/project history

Monique requested someone update timeline based upon current information

Currently at 90% of construction plan

Monique will ask Construction Committee (Todd, Mike, Eric, Hans) to start update

### Vision for library

Monique found this to be a roadblock in grant writing and asked each board member to share his/her perspective on the role of the library

Roy has gained some perspective from the library surveys, being on the board and as a community member and feels the community likes to be informed on what's happening and are supportive of the concept of the library; he would like to see the board promote the concept of the library as a community gathering place

Monique requested Roy email the aggregate results of the survey to the board

Trey inquired about how to obtain information on the history of the library; Roy suggests reviewing the annual reports and information on the JTEL website

Trey sees JTEL as an educational resource, a community center and a good place for kids to hang out; it offers an alternative to the Golden Eagle as a gathering place for community members; he loves libraries but the FNSB library is too far away to go there often; he envisions JTEL as a repository of Ester history and culture;

Molly feels she would hardly ever have to leave Ester if she had JTEL for Internet access and a meeting place; it will introduce locals to a wider variety of the community than those that meet at the Golden Eagle and promote an intergenerational community gathering place

# MINUTES FROM LAST MEETING

Jan sees JTEL as another example of the Ester community taking initiative; the sustainable state of the art building design will provide an example for others to see this design and technology at work; she sees the library as an educational center for community members;

Melinda sees JTEL as going beyond books by having spaces for public consumption and leading the way in sustainability in public building design

Nancy originally envisioned JTEL as a resource for the smaller Ester community but now sees it serving a much wider area;

Monique envisions JTEL as a visitor's center to keep Ester as a historical site, a business resource for small business owners (fax, Internet, copier), and as an economic and skill building resource for people; she wants to approach GCI & ACS about the infrastructure needs of the Ester area as part of developing the T3 connection for JTEL; need to define the demographics/population of Ester area to develop a fact sheet (Roy, Jan, and Monique volunteered to work on this project and invite Carey Brink to participate)

Agenda setting rota?

Monique will send draft for response of boards members then will finalize and post/email

Committee assignments and distribution of labor

Grant writing: should meet 1x/month; need someone to head up and email list; volunteers- Deirdre, Monique, Molly, Jan, Greta (lead); will ask Susan Willsrud to join

Construction: Melinda would like to join existing committee

Finance: Nancy proposes this committee for development of policies and procedures; could be short-term committee

Fundraising schedule

Need new fundraising proposals

Lallapalooza- Annex will not be available

Readers on the Run- continue in fall (October)

LiBerry- continue in late summer (August)

Fund raising ideas will be added to next meeting agenda

Consider musical event at Blue Loon in late February or early March for Lallapalooza

Request for Proposals

Construction committee will be asked to start working on information for the RFP

Physical Inventory

Need to determine assets and inventory

How many books do we have and where are they stored?

Have 1200 on digital list but Deirdre thinks there are about 10,000 volumes

Monique suggests Smartphone bar code scanner software to scan and enter data during inventory

Nancy will talk with Gulliver's about how they do inventory and assess value

# MINUTES FROM LAST MEETING

Web, Facebook, Blog, etc.

Roy and Molly feel need to keep blog even though no one is adding entries because it contains good information

Facebook – Deirdre and Monique update

Webpage - Molly- has ideas for website design using Wordpress; suggests color palette and logo for branding using outdoorsy colors (greens, blues, browns)

Need to add historic photos of Ester; Monique has lots of photos; consider Rasmuson archives as resource

Roy suggests George Lounsberry as resource for Berry information

Molly wants calendar that refreshes and includes video from events, audio files of music from events, lectures as pod casts

Molly will email requests for information

Branding and logo design

Will turn over to Grants Committee

Library service review

October lecture with Sandy Jamison fell through; he could do January lecture

Paolo Greer was expecting to be scheduled for November, but was not contacted; prefers to wait until summer now

Need someone to head up lecture series; must be available by phone and email and attend board meetings

Establish events committee: Nancy volunteered and Trey volunteered himself and Greta

Next meeting

Scheduled for second Tuesdays – December 13 and January 10

Molly will get email list for board members

Nancy- Motion to Adjourn- 8:05/ Trey – second

ALL APPROVED

# PRESIDENT'S REPORT

December 2011

I am pleased by the bits of news coming from the committees and am grateful for the improved division of labor and responsibility taken on by these groups. Together we will accomplish more than any one is capable of alone. Ideas like the endowment planning brunch– a fun way of getting together to brainstorm ideas and plan timelines– will go far to get us through these crucial next months and years. Thank you for the extra time and commitment involved in the committee meetings and work.

I continue to learn more and further develop a generalized grant proposal though my course at the university. Knowing what numbers, timelines, outcomes and evaluation tools we need for a proper proposal helps to guide the research and planning we need to focus on to move the library into the next big phase: securing funding to build the new library. Each persons part in researching demographics, developing budgets and establishing community contacts is vital. The members of the capital committee may occasionally need a little extra help researching specific statistics. I hope everyone is able to step up and help where possible.

Thorsten Chlupp recently sent members of the construction committee, project partners, and board members a link to the JTEL Teamlab Portal site. The portal will serve as a platform to keep all team members connected during the planning process. We are all just beginning to get logged in and start using the tool. I will report more on our design progress and communications/project management progress at the next meeting, or if something big comes up. If you wish to be added to the site let me know. It will be great to keep everyone on the same page.

Of foremost importance now is that we determine our goals and timelines for the upcoming year, including how we want to invest state and borough grant money, and how, when, and where we will gather the funding we need for construction. We will need to look into both improving the services and experiences offered at the current library and at developing the property and service on the new library grounds. Be ready to offer suggestions and proposals during the meeting and adopting a 2012 calendar.

# TREASURER'S REPORT

Financial Report JTEL

November 30, 2011

account #123007

Denali Alaskan Federal Credit Union

:

## Income

|           |                                      |   |            |
|-----------|--------------------------------------|---|------------|
| Deposits: | \$0.00                               |   | \$ 70.0    |
| 0         |                                      |   |            |
|           | (savings)                            | + | (checking) |
|           | transfer \$0.00, savings to checking |   |            |

|                 |    |       |
|-----------------|----|-------|
| Sales:          | \$ | 0.00  |
| Fundraisers:    | \$ | 50.00 |
| Donations:      | \$ | 0.00  |
| Memberships:    | \$ | 20.00 |
| Dividend:       | \$ | 3.22  |
| Other:office    | \$ | 0.00  |
| State of Alaska | \$ | 0.00  |

|           |    |       |
|-----------|----|-------|
| Subtotal: | \$ | 73.22 |
|-----------|----|-------|

## Expenses

Check Run 11/1/11 - 11/30/11

|            |           |              |          |
|------------|-----------|--------------|----------|
| Checks:    | \$ 675.00 | FNSB (taxes) | \$172.50 |
|            |           | The Annex    | \$300.00 |
|            |           | Tandem Ent.  | \$202.50 |
| Subtotal:  | \$ 675.00 | total        | \$675.00 |
| Net Income | \$ 0.00   |              |          |

|                            |              |
|----------------------------|--------------|
| Balance Savings:           | \$ 13,038.84 |
| Balance Checking:          | \$ 8790.05   |
| Credit at Gullivers Books: | \$ 1033.96   |

# GRANTS REPORT

November 2011  
Deirdre Helfferich

State Appropriation DLA 12-DC-596  
\$80,000

report #3 filed with state

no reimbursements requested, full amount remaining

NOTE: first request for reimbursement likely to be made on December 2011 report

State Appropriation DLA 11-DC-5533  
\$50,000

report #13 filed with state

amount requested this month: \$0  
amount remaining: \$31,325  
amount received this month: \$467

NOTE: the board may wish to clarify what “grant management” means, and also to consider whether it is more appropriate to have a board member rather than a non-board volunteer as a grant manager.

# GEB PROGRAM REPORT

## GEB Calendar 2012

Proposed schedule of events for 2012; JTEL board approval requested.

Decision needed for Jan-March events by Jan. 6 for announcement list.

### January

- Jan. 7: initial GEB announcement to be sent to GEB mailing list
- Jan. 14, 4:30 pm, JTEL office: discussion group initial meeting; set day of month and location (office or private home; DH prefers JTEL office) for future meetings, decide on format, initial books/movies, etc.

### February

- Discussion group (date, etc. TBD per initial meeting)
- Feb. 18, 3 pm: initial seed swap at Hartung Hall. Budget requested: up to \$50 for hall rental & publicity (likely less will be needed)

### March

- Discussion group
- Seed swap: alternate or additional, depending upon need/interest shown for first; if needed, up to \$50 budget for hall rental & publicity
- March 15, 9:10-9:30 am, DH presentation at Sustainable Agriculture Conference on seed libraries & GEB program, Princess Hotel, Edgewater Room (see <http://aksare.wikispaces.com/Agenda> for more info)

### April

- Discussion group
- Seed swap: alternate or additional, depending upon need/interest shown; if needed, \$50 budget for hall rental & publicity

### May

- Discussion group
- May 16, 7 pm, Hartung Hall: library lecture: talk on biodiversity by Calypso or Craig Gerlach; or on Alaska food system by Phil Loring or David Fazzino. Budget requested: \$50 for Hartung Hall rental and publicity (NOTE: budget assumes no support from lecture series budget)
- Seed Fair? (this may be hosted by UAF, in which case GEB would be an exhibitor; if GEB hosts, would be inaugurated in 2013)

### June

- June 2nd, Saturday: Planting Day work party: Ansgar Clausen Memorial Rhubarb & Strawberry Bed (see Rhubarb Festival, September). Budget TBD.
- Discussion group
- June 20, 7 pm, Hartung Hall: library lecture: talk on biodiversity by Calypso or Craig Gerlach; or on Alaska food system by Phil Loring or David Fazzino. Budget requested: \$50 for Hartung Hall rental and publicity
- June 16 or 23 (Saturday): Gazebo Gala program fundraiser (for GEB & lecture series). Budget requested: \$150 for publicity & supplies. Goal: \$2,500

### July

- Discussion group
- July 18, 7 pm, Hartung Hall: library lecture: talk on biodiversity by Calypso or Craig Gerlach; or on Alaska food system by Phil Loring or David Fazzino. Budget requested: \$50



# GEB PROGRAM REPORT

## August

- Discussion group
- Library lecture?

## September

- Discussion group
- Sept. 1 or 15: Rhubarb Festival Fundraiser. Budget & goal TBD.

## October

- Discussion group
- October 24 (Weds.): Food Day
- Food Film Festival? (last week of October, as followup to Food Day). Budget TBD.

## November

- Discussion group
- Nov. 3 or 10: GEB season wrapup event and survey. Budget TBD.

## December

(no events)

## GEB Events & Fundraisers

### GEB fundraising approaches:

- Donations solicited at GEB events (lectures, fairs, festivals, seed swaps, discussion meetings, work parties, etc.)
- Dedicated fundraisers (Gazebo Gala, Rhubarb Festival)
- Program support solicitation through announcement list, publicity materials
- Grant applications

### Event descriptions:

#### GEB Discussion Group (educational subprogram)

This discussion group will focus on food justice, biodiversity, and sustainable agriculture issues, using books and movies as a common point of reference. The group will meet once a month, beginning in January 2012, probably at the JTEL office, and will be led by the GEB coordinator. Movies would be shown every other month at the JTEL office.

#### Seed Swaps (social/educational events)

For its first few years, GEB will not be a fully fledged seed library, but instead function as an educational program focused on biodiversity, food democracy, gardener education, and the facilitation of seed sharing. It will host up to three springtime seed swaps (as demand warrants) which will later be either phased out or integrated with the development of a seed collection for lending when the JTEL building is finished. GEB will concentrate on easy-to-save varieties and provide educational materials and opportunities as well as support for local seed growers (resources and education on seed regulations, sources, business models and information, and software to enable seed history tracking). If feasible, GEB may eventually provide seed-saving kits for lending or as a sales item, and/or lend seed-cleaning and –sorting equipment. Budget initially would be minimal: hall rental, publicity, and some supplies for labeling (pens, tape, sticky notes, paper).

#### GEB-related lectures (educational subprogram)

During the summer months the library lecture series has paused during June and July, and sometimes also August or September. GEB would supplement the lecture series during this down time by finding speakers on program-related topics. The GEB coordinator could serve as lecture organizer and proctor for these summer GEB lectures. The series would continue as before on the third Wednesday of the month, but may move to the Ida Lane Clausen Gazebo during June and July, as weather permits. Budget would be as for lecture series.

#### Planting Day (work party)

On the Saturday or Sunday closest to the first of June (traditionally Planting Day in Ester), GEB would host a work party on the library grounds to do landscaping or gardening. Each year a new garden bed or landscaped area would be created and dedicated to honor a memorable Ester resident. For 2012, it would be held on June 2, Saturday, at the Ida Lane Clausen Gazebo and would involve the creation of a rhubarb and strawberry bed in honor of Ansgar Clausen, or perhaps Pat Garner. Budget would vary according to the project attempted.

#### Seed Fair (educational & publicity event)

The GEB program would sponsor or co-sponsor a seed fair, to be held during a warm month (May or early June, perhaps) to educate the public about seeds and draw attention to the lack of an Alaska seed growing/retailing industry (other than grains, grasses, and seed potatoes)—despite the strong horticultural industry in the state. The program would work with educational partners and invite local schools, markets, and farms to participate with exhibits and events. Possible locations for the Seed Fair could be the Georgeson Botanical Garden, the Ester Community Park, or the JTEL grounds. The event could be very large and with multiple locations and partners, or start small and very local. Budget variable.

#### Gazebo Gala Program Fundraiser

In mid to late June, the library would host a dedicated fundraiser at the Ida Lane Clausen Gazebo, the earnings from which would support the library's educational programs (currently GEB and the lecture series). This would take the form of a fancy outdoor soiree with performances and appetizers and perhaps a small auction or other means of generating funds. Budget variable.

#### Rhubarb Festival (fundraiser)

At the end of the summer, likely in early September, GEB would host a dedicated fundraiser at the Ida Lane Clausen Gazebo, the proceeds from which would support the program. A rhubarb culinary contest and sale would generate income and entertainment. After two or three years (2013 or 2014), rhubarb could be harvested from the Ansgar Clausen Memorial Rhubarb Bed and sold to raise funds for the program. As other plantings and garden beds are established around the library grounds, other fruits or vegetables (such as squash) could be included in the festival. Budget variable.

#### Food Day (educational & publicity event)

The JTEL participated in the 2011 Food Day nationwide event through a table hosted by GEB at UAF's event. This generated significant publicity and interest not only in the GEB program but in the John Trigg Ester Library. Food Day will be held every October 24 (as Earth Day is every April 22—note that GEB could also eventually participate in an Earth Day event); GEB has been invited to participate again at the UAF event for 2012. Eventually the JTEL could host its own Food Day event if deemed appropriate.

#### Food Film Festival (educational event)

As a followup to Food Day, GEB would organize and sponsor a film festival (likely in coordination with other agricultural, food, & educational institutions in the area, such as Calypso Farm & Ecology Center, the Fairbanks Food Co-op Market, the UAF School of Natural Resources & Agricultural Sciences/Agricultural & Forestry Experiment Station, the Fairbanks Community Food Bank, Stone Soup Café, etc.). Arrangements to use films

for the festival would need to be made between four months to a year out. Adam Wool (Blue Loon) has already expressed interest, and suggests charging admission, in which case the Food Film Festival could break even or possibly serve as a fundraiser. Like the Seed Fair, this festival could be adaptable in size and number of venues and partners.

#### Season Wrap-Up (program evaluation & planning)

The final event of the season would include a written survey/feedback form, discussion, and informal planning session for the next year's events and offerings. It would be held shortly after the Food Film Festival and would serve as a means whereby the public could evaluate the success of the program and provide suggestions for its improvement. Eventually, when the library building is finished and seed lending becomes a feature of GEB, the Season Wrap-Up could also serve as a seed donation event, where area institutions, businesses, and selected gardeners could provide seed to the library along with information about varieties and growing conditions. Seed histories and databases could be updated with information gathered at this event, providing a useful guide to gardeners and farmers.