John Trigg Ester Library BOD Meeting –January 3, 2018

Meeting called to order at 6:36 PM. Present: Syrilyn Tong, Mindy Gallagher, Gary Pohl, Sherri Schleiter, Jeanne Laurencelle and Carrie Correia

Minutes from December – Corrected some typos and added “tentatively” to the annual goals section. Motion to adopt– Jeanne , second -Sherri, motion passed

**President’s report** –The first Reading Program went off great with 4 kids with parents, Vallarta the cat and Kernal Mustard the dog in attendance. Paula Earp from the Golden Heart Community Foundation was there. We will assure that their logo is on any further advertisement in the upcoming months. The poster for the bulletin board was mounted in the Post Office.

**Treasurer's Report** –There were deposits of $250 and $20 made. All deposit slips and checks will be copied and put in folder. The Tandem Enterprise bill for the new handicapped parking pad was received today ($310).

**Facilities and Grants Committee**

* No construction for the month
* Fuel tanks checked at ½ fuel. We should make it another month at least. Each tank is 300 gallons. We’ll call for prices when tanks needed to be filled.
* Key Box installed. Access will be restricted to Board Members and explicitly authorized individuals. At this point that is Ruth Rutherford and Deirdre Helfferich. Motion to accept made by Carrie, seconded by Jeanne. Motion carried.

**Collections Committee**

* 200 books were cataloged this month, bringing the total to 8,720. We hit the 1000 books cataloged milestone this past month, too! We focused on the10 boxes of children’s and young adult books we had found in storage, and are about half-way done with them. Most only needed to be entered into the online system.  We cataloged and prepared for check-out the new children’s and young adult books bought with the Golden Heart Community foundation grant. In addition, we added a box of good quality adult fiction and nonfiction books to the shelves and the catalog, so that parents would have something to browse when they bring children for the first Storytime. A new volunteer, Kimber Sprague, was trained, and she was a great addition to our team of volunteers which this month included Kay Sisson, Deirdre Helfferich, Ginny Gallagher, and Mindy Gallagher.
* Board member Sherri Schleiter came to help neaten up clutter and went through the Alaskana collection looking for books which had not been cataloged, and ones which were damaged and needed to be discarded.  She reviewed about half of the collection, found 3 uncataloged books, and one book with mildew growing; the latter was removed from the online catalog and discarded.  She has ordered clear contact paper to cover the new children’s paperback books, which will help them last longer. To prepare and clean up for the first Storytime, board members Syrilyn Tong, Monique Musick, and Gary Pohl joined in to sort, box, and store books which are of lower priority for cataloging. Books to be cataloged in the next couple of months are now stored in the “bathroom” area for easy access.

**Grants**

* Good Sense proposal in the works
* A representative from Lowes was contacted for a discount on metal roofing. The Contractor Representative sent letter to corporate office for approval.
* Conoco Phillips Grant will be worked on
* Capsis Grant due February 28th. This grant is the most critical.

**Volunteer/membership**

* We currently have 62 members

**Children’s Read Program**

* January 27th- Science/Technology/Engineering and Math, with groundhog day being the main theme
* February 24th-Olympics Theme
* March 24th- Read across America
* April 1st- Easter

**Old business**

* Deirdre Go Fund Me Proposal withdrawn
* Need signatures for safe deposit box from Jeanne, Mo and Carrie
* Stripe and Credit Card Sales still not up and running
* Goals for poster
  + Complete handicap ramp
  + Open Clausen Cabin 2x a week
  + Policy rewrite to include finance policy
  + Renovate roof
  + Insulation in the floor
  + Get online credit card payments working
  + Good Sense Grant written
  + Clausen Cabin incorporated into the business plan
  + Get 1 shelf of the Four Winds collection sorted and on the shelves
  + Get 100 members into JTEL

**New business**

* Seedy Saturday- ST expressed concerns as we were violating the law. A motion was made by Carrie to continue Seedy Saturday with a disclaimer on the condition of the seeds and their viability. Jeanne seconded, motion passed to hold Seedy Saturday on February 24 and March 3rd.
* Seed Saver Exchange Membership- No
* Plant Caretaker- Ruth Rutherford
* Donor recognition program that was started for the Passive House, we will recognize them in the Clausen Cabin also. Sherri motioned, Mindy seconded. Motion passed. Carrie will peruse Pinterest for cost effective way.

Next BOD Date 1/31/2018 6:30pm

Meeting adjourned at 8:15pm