John Trigg Ester Library BOD Meeting –January 31, 2018

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

Minutes from January– Motion to adopt– Jeanne, Second -Sherri, motion passed

**President’s report** –We will not be sponsoring the Seed Swap at this time. We will explore testing the seeds for viability and labeling in the future. No children showed for the second Children’s Reading on Saturday, however there were three other major events for children in the area.

**Treasurer's Report** –Information for the IRS Form 990 was brought to accountant, Virginia Farmier. Frank was paid for use of Frank’s Place. We received a check from member Amanda Earnest for $250.00. Jeanne would like to back up all financial files on a thumb drive.

**Facilities and Grants Committee**

* Facilities Committee Updates
  + Facilities Committee membership has been limited by winter shutdown of outdoor work. Last meeting was held December 6, 2017.
  + Members include: Eli Sonafrank, Mike Musick, Carrie Correia, Greg Selid, Gary Pohl.
* Current Efforts:
  + Winter: Snow management, monitor systems at Clausen and Library.
  + Fuel Status: Both tanks at approximately 80 gallons remaining on Saturday, January 27, 2018.
* 2018 Planned Construction Projects:
  + See attached Work Plan.
  + The following Projects are funded and will occur.
    - Clausen planter bed construction and topsoil fill.
    - Insulate under floor.
      * Will require volunteers to remove existing wire and insulation.
      * Quote/estimate received from Vertex - $2300
    - ADA ramp railings and sign.
    - Outhouse upgrades.
    - Landscape Upgrades.
  + Balance of projects are pending funding.
* Action Items:
  + Continue winter maintenance,
  + Notify volunteers in advance of projects schedule.
  + Order fuel delivery for both tanks. Jeanne will price check and order fuel.
* Grants Committee Updates
  + Grants Committee membership has gone through attrition and now is regrouping. No meetings have been held since February 13, 2017
* Grants Applied for this Year:
  + Lowes ProServices: Discounted pricing for Clausen Cabin roof retrofit materials.
* Grants Received
  + Lowes ProServices: Discounted pricing for Clausen Cabin roof retrofit materials.
* Grants and Programs in Progress
  + GVEA GoodCents: Clausen Cabin roof replacement and additional insulation.
    - Information needed from JTEL for GoodCents:
      * Copy of IRS Form 1023 verifying our tax-exempt status under section 501(c)(3) of the IRS Code.
    - Three references that are not related to GVEA. Suggestions:
      * Representative David Guttenberg.
      * Former Mayor Luke Hopkins?
      * Others? Judie Triplehorn was suggested and ST is going to contact her
  + CAPSIS; Legislative grant for new Passive House Library. Update and resubmit to Alaska Legislature.
* Action Items:
  + Recruit new committee members
  + GVEA GoodCents Grant: Finalization and submittal to GVEA.
  + Submit CAPSIS update.
  + Review Conoco Philips Alaska grant application criteria and determine go/no-go.

**Collections**

* 2220 books were cataloged this month, bringing the total cataloged to 8,940. We almost completed the 10 boxes of children’s and young adult books we had found in storage. The online catalog shows we now have 952 books for children and young readers, and 175 young adult/teen books. Some more quality adult fiction and nonfiction books were added to the shelves and cataloged. 62 of those were donated by the UAF Women’s Center and cataloged. The team of volunteers this month included Kay Sisson, Kimber Sprague, Ginny Gallagher, Mindy Gallagher and our newest volunteer Eli Sonafrank.

**Children’s Read Program**

* February read will center around the Olympics. We will purchase needed books and Mo to complete flyer.

**Volunteer/membership**

* We currently have 62 members and our goal is 100! Talked about a first Friday and reaching Mo will reach out to some of the local artists to see if they would participate.

**Policy Re-Write**

* Carrie and ST submitted the Membership and Collections Development Policies for review by the Board. We discussed a few changes and ST will finalize changes for next meeting

**Old business**

* Email votes for seed swap: Yay-ST, Mindy, Gary, Mo and Sherri. No- Jeanne and Carrie. Motion passes (no seed swap this year)
* Stripe and Credit Card sales and donations is now working online
* Donor recognition- Carrie discussed a tree mural with leaves for donors. Mo will put those names on the website and ST will look into how many donors we have for the leaves. Mo will also contact her friend, Teal Rogers, to design a tree. A bookshelf or other recognition for Ruth Jasper will also be looked at.

**New business**

* Tape and Tarp Ball will be delayed until May. ST asked for some new, out-of-the-box ideas to rejuvenate Tape and Tarp.
* Safe Deposit box need – do we really need it? Mindy says there is only (1) form with a social security number on it, and some bidding paperwork. Carrie motioned to get rid of the Safety Deposit Box, Mo Seconded, Motion passed. Mindy will look for a locking fire box to store the paperwork.
* ST mentioned that we were contacted by Fairbanks Open Radio, that said there’s a very old page on JTEL’s site linked to their old site, and if we could try to update/delete the link. ST tried but couldn’t get to it, so Mo is going to give it a shot, or else we’ll pass it back to FOR to do.
* Meeting/Club policy - The Hrrrl Scouts would like to hold a meeting at the library on March 15th. Mo motioned to allow, Mindy seconded, Motion passed. ST and Carrie to come up with a meeting policy for next month.
* ST motioned that we get estimate from Denise Akert for stained glass for the gazebo (1 repair, 1 new window). Carrie – Second. Motion passed. Mindy will reach out to her.

Next BOD Date 3/14/2018 6:30pm

Meeting adjourned at 8:25pm