John Trigg Ester Library BOD Meeting -May 9, 2017

Meeting called to order at 6:40 PM. Present: Syrilyn Tong, Mindy Gallagher, Monique Musick, Gary Pohl, and James Rogan

Minutes from April 11 – edits discussed

Motion to adopt as amended – Monique, Second - Gary

**President’s report** – we're at the halfway point, budget numbers are looking great

We still have two fundraisers coming up this summer and a minor opportunity this month. Tape and Tarp - July 15, Li-berry Fest - August 26, EVFD garage sale - May 27

**Treasurer's Report** - New format for treasurer’s report- provides major balances, high level overview

**Finance Committee**

* New donation from Roy and Andrea Earnest
* Virginia Farmier to file the IRS Form 990 in the next few days (due May 15)
* Budget review - new categories, looks great
* Quickbooks review by ST, in line with tax categories
* Reviewed finance policies – we currently have an in-depth procurement policy, but no day-to-day working policies on finances. We started a petty cash policy, others to come.

**Facilities and Grants Committee**

* No new grants meetings
* Working on Lowe’s discount program application - given to ST for signature
* Gary is still working toward GoodSense application
* No recent facilities meetings
* Work has been done on cabin, shelves and books brought in
* Handicapped ramp – how do we approach it?
* Would we want to approach the Carpenter's Union about the ramp? Or possibly interior shelves? Gary to get with ST on this after he comes up with a design.
* Cabin is ready for books! Will take significant help
* Lots of yard work needs to be completed
* Monique will talk to Eagle about the coal and arrange to get it to them
* Eliminate trash- counter top, old filing cabinet
* Garden beds- rebuild bed, clean up old logs
* Fix up brown and white building door
* Long-term plans for the white building- possible residence of caretaker or librarian housing. Renting to a non-library person could be too much conflict with non-profit status
* Long term Clausen projects include roof, underfloor insulation, water and waste, plumbing and fixtures
* Passive House Update
* Hydroseeding - a little erosion, but they can come back to reseed
* Recent tire tracks in the area - we need to block access
* New sign for Passive House- explain what phase 1 is
* Clausen gardens - Tinker (Judy Lowe) is willing to assist with maintaining garden

**Volunteers/Membership Committee**

* Total of 54 members, continuing to work on expanding list
* Volunteers are steady, need to sign on additional volunteers

**Policy Re-write Committee –** Board Member Responsibilities Policy

* Monique raised concerns over estimated hours for board members - dropped to 4-8 hours instead of 8-12 per month
* Mindy had a question on committee chairs and the difference between programs and committees. Monique clarified that programs are under board control, but exist to give others the opportunity to help the library and expand service without relying on the board
* Gary suggested changing consultant to advisor
* James brought up the use of social media in relation to supporting/not supporting board decisions and suggests adding language expressly prohibiting public speech or social media posts criticizing board decisions. ST and Carrie to come up with wording for the next BOD meeting

**Business plan Committee**- no update

**Old business**

* Ink cartridge reimbursement – tabled until Marina can speak to her request
* Charity Walk- this Friday. Registrations are almost closed.
* HB197 update-
* Most of our requests were accepted
* They increased weight limitation from 100 g to 1 pound and only at that time (no annual limit)
* Still has labeling requirements – following up with legislative aid as to why
* Won’t come up this year due to end of legislative session
* Website update – no Eli
* Plans for Clausen
* Access? Hours of operation? Combine with Saturday work parties?
* We don’t have a good measure, or way of measuring, use of the library
* Involve more volunteers in the development of the collection
* Interest in the development of the library could build interest in the operation
* If we have people, we need to do something about the outhouse -James will look into porta-potty fees and options
* Sneak Peak Library preview – check out progress, discuss plans, provide input

Saturday, May 20, 2-4 p.m

Mindy as lead, Monique will help

Mo will Facebook and make a flier

ST - e-mail invitees

James - donate cookies

Gary - lemonaide, etc.

Mo and Mindy - add to email/outreach

* + CRS money needs to be spent before the end of June
	+ Insulation under the floor is part of the budget, but the old material needs to be removed first, as there is squirrel damage. This would be a nasty removal process
	+ Adding foam over top of existing insulation is an option- but less efficient
* Will dedicate CRS funds to more attainable projects this summer, e.g. railing, roof over fuel tank
* Mindy will purchase up to $50 worth of raspberry plants at the Fairbanks Soil Conservation Sale
* Ansgar’s letters on website
* ST reviewed the letters – nothing was too concerning
* The letters are Ester history- Ansgar connection
* Approve having on the website as part of the Clausen cabin history. Motion- Monique, Second - Gary
* Insurance - James asked about the insurance policy. It was renewed with new values as discussed last board meeting. The bill should be forthcoming.

**New business**

* Garage sale – Saturday May 27. Last year, the only things sold were items, not books, and we have no items this year. It was decided to sell books at the open house instead.
* Eli has requested to purchase the bathtub for $100. Approved
* Women’s Center donation - The UAF Women's Center was being disbanded and the books within their library were going away. Kayt Sunwood selected the best books to donate. They're already in LibraryThing and have cards- can probably be transferred to our account. Approved donation of books.
* James donation of books - approved
* Next meeting: June 13
* Tape and Tarp events committee must meet before next BOD meeting – date July 15
* ST will be lead and work on logistics, Amanda may be able to help with marketing
* Monique will support, other members can assist
* Gary will ask about the Malemute Saloon
* ST to contact Cotton Ginny to see if they can play again

Adjourn at 8:31 - Motion Gary, Second Monique