John Trigg Ester Library BOD Meeting –August 8, 2017

Meeting called to order at 6:38 PM. Present: Syrilyn Tong, Mindy Gallagher, Monique Musick, Eli Sonafrank, James Rogan and Ruth Rutherford came later

Minutes from July 11th – no changes

Motion to adopt– Mindy, Second – Mo, passed

**President’s report** – Tape and Tarp was disappointing in overall numbers and our stated goal, but we’re still doing ok

**Treasurer's Report** – The monthly finance summary for the month of July was distributed.

Income: $1557.00 from Tape and Tarp

$ 100.00 from tub sale

$ 50.00 from five memberships

$ 350.00 from donations

Expenses: $ 108.83 for utilities

$ 37.54 for Deirdre’s stamp, flowers and card

$ 152.82 for cookbooks

$ 300.00 for rent

$ 526.01 for Tape and Tarp

$ 3.59 for supplies

**Finance Committee**

* Gulliver’s book credits – The $50 was gave to Ruth to spend has been spent
* We set a budget for Li-Berry - $350 for sound and $50 for marketing
* We’re currently at 70% of the budget with 83% of the year complete
* We received a bill for TinyCat - $120
* We received our annual tax bill - $904.32
* We worked on a new finance policy

**Collections Committee**

* Mindy and Kay Sisson have been cataloging and shelving collections for Clausen (crafts, YA and kids), and have a small young adult section on the shelves, with over 8000 titles online
* Mo will contact Kayt Sunwood about the Women’s collection (changing it to JTEL’s account)
* A small stack of very old past due library cards was dropped off, presumably by Deirdre (ST also said there are more at Frank’s Place). We decided it was not worth our time or effort (or the embarrassment) of contacting people re: books that haven’t been returned in years and to just write them off

**Facilities Committee (ST reporting for Gary)**

* The sauna was been cleaned out, the window frame installed, moose antlers and little things around the cabin have been hung
* Gary and ST looked at the Gazebo and discovered that it isn’t just a mere replacement of the windows – there is actually tongue and groove panels on one side, and wall panels on the other side that need to be cut to accommodate the windows, then installed and painted prior to the windows and plexglass even being put into place. ST and Gary found a bunch of tongue and groove panels in the sauna and that will be used for the project.
* ST met with Unity Outreach, an emergency services non-profit that also has building materials for other non-profits for free. She picked up a couple of gallons of stain for the gazebo project from them.
* Vetch removal – someone had posted on our facebook site that he had removed a bunch of vetch from some of the property near the PH site. We need to start removing it now, so Mo is going to contact the author of the post and see if he will continue along removing the vetch.
* Ramp – ST to get bids from her driveway contractor (Alaska Dirt n’ Trail), Tandem Enterprises and Scott Allen for the parking pad so that the ramp can be constructed, possibly by the Carpenter’s Union. The board will vote via email on the bids so as not to delay the process

**Grants Committee -** **(ST reporting for Gary)**

* Molly Sherman had emailed us earlier inquiring as to whether JTEL would like to be the recipient of a grant writing class that she is taking for her masters in library science degree. Gary had said that he would love to have help on the GoodSense Grant from GVEA. The board agreed; ST will contact Molly to let her know.
* A possible secondary area for a grant writer (if the grant had to be more library-specific) would be the hiring of a temporary librarian in order to reorganize the book filing system

**Volunteers/Memberships Committee**

* 1 additional member

**Policy Re-write Committee**

* We didn’t meet this month

**Business plan Committee**- no update

**Old business**

* Tape and Tarp Ball – disappointing turnout – why? People didn’t really start coming until 9:30. Flyer could have been less busy, more aggressive marketing, especially to those who have come out in the past. There was talk of moving it back to the spring, but then we’d have to pay for a venue.
* Li-Berry – We decided on a shorter affair with pies for sale as well as pies for the contest. New date: Sept 23.
  + Timeline:
* 3-5PM pies for contest brought to Clausen.
* 5-6PM – pies judged and pies for sale brought to Golden Eagle.
* 6-10 PM - Pies for sale/auction/music
* Sound Solutions (ST’s company) was agreed upon to be the sound provider.
* Flyer design - ST has one bid for the flyer design ($35), Mo to ask Teal Rogers for a 2nd bid. Flyers to be ready for distribution by Sept 5
* Other Coordination:
  + - ST – get Unsupervised and Benefield Blues bands, help get info for the flyer, marketing
    - Mo – get the Eagle for the venue, write up info on the pies
    - Eli –volunteer coordinator
    - Mindy and others – call past pie makers for pie submissions
  + Coordination meeting – Sept 5, 6:30 at Clausen
* Dotster – Mindy went online and found that Ken Woods had put himself back as registrant and administrator of our .com and .org accounts (he had previously been replaced). ST had also asked him for the current year’s invoices, and he sent the last 3 years invoices, stating that he had paid for them and would talk about what we owed him. ST thought it was good that he remain as our technical advisor, but would talk to him re: the admin and registrant person.

**New business**

* Seed library talk for Alaska Food Festival – we declined to be presenters at this due to the unknown status of our seed library
* Credit card sales – James gave a short presentation on the use of various smartphone related products. Since we’re using stripe for the website credit card processor, it made sense to use a stripe product, so Mo will look into the specifics of this piece of hardware and the costs. Also, ST to contact Collette in order to get the website credit card process finalized.
* Selling the barrel stove – upon cleaning out the sauna, an old barrel stove was found, but is really not needed and is in the way. It really should be removed. Motion to sell/get rid of the stove – Mo motioned, Mindy seconded; approved.
* Facebook posts – ST had been posting simultaneously to the website and FB, but she can’t reliably get onto FB anymore. ST will let Mo know when she posts to the website and Mo will then make a post to FB
* Raspberries and Siberian peas – Mindy is going to plant the raspberry plants and Ruth will remove the Siberian peas
* Next BOD meeting – Sept 12

Meeting adjourned at 8:30pm