John Trigg Ester Library BOD Meeting –December 6, 2017

Meeting called to order at 6:31 PM. Present: Syrilyn Tong, Mindy Gallagher, Monique Musick, Gary Pohl, Eli Sonafrank, Sherri Schleiter, Greg Selid, and Carrie Correia

Minutes from November –

Motion to adopt– Monique, Second -Sherri, Motion passed

**President’s report** – There were six individuals that came into the Library for opening day (this past Saturday)

**Treasurer's Report** – The monthly finance summary for the month of November distributed. We’re at 14% of budget.

**Facilities and Grants Committee**

The following upgrades will be made to the Clausen Cabin this year:

* Rebuild raised flower beds and replace soil
* Insulate under the cabin
* Complete Handicap ramp with handrails
* Refurbish outhouse
* Landscape property

Will also apply for the Good Sense Grant and take a look at the possibility of applying for the Conoco Phillips Grant.

Thank you to Greg for keeping the area shoveled and snow blown

**Collections Committee**

* 92 books were catalogued this month and shelved, bringing total to 8,520 books catalogued
* There is 10 boxes of children’s and young adults that were found in storage. They are already set up with card pockets and cards.
* Volunteers were: Kay Sisson, Deidre Helfferich and Mindy Gallagher

**Kids Read Committee**

* ST distributed a proposed plan for the year
* The first event will be Saturday, December 30, from 1-2 PM, geared toward 5-7 year olds. Sherri is going to read “Dewey – There’s a Cat in the Library” and “Marley Goes to School”, and kids will be encouraged to wear PJ’s and bring stuffed animals. Sherri will bring her kitten. Mo will design a flyer/advertisement.

**Other committees** – nothing to report

**Old business**

* Retreat action items
	+ Combo lock on door – there’s a realtor’s lock block near the rear door
	+ Post office bulletin board – Greg wants to decorate the board but keep it in place. Maybe have a decorating party in conjunction with the 1st Kid’s Read event on December 30
	+ Conoco grant – Carrie said this would be more applicable towards the Passive House, as it funded projects geared towards renewable energy. Gary to look into this.
	+ Safe deposit box – Jeanne and Carrie need to get with ST to sign paperwork to set this up
* Credit Card Sales - ST tested the system again and had $1 deducted from her credit card, but no email notification, nor deposit into the JTEL account. She then emailed Colette Sonafrank with her concerns, as Colette had set this up.
* Deirdre’s GoFundMe proposal – Delayed, then later tabled as Deirdre was not present to answer questions. Motion to table Dierdre’s proposal for Passive House made be Carrie, Seconded by Monique, motion passed
* Annual Goals - a list of 18 items were brought up, but we decided that it was too many to put on a poster for all to view. ST to narrow it down. They are tentatively (in no particular order):
1. Open up Clausen twice a week
2. Finish revising/writing all policies, including the finance policy
3. Write the Good Sense grant for roof renovation
4. Write the Clausen Cabin portion of the business plan
5. Get 1 shelf of the Four Winds Collection into the Clausen Cabin
6. Get 100 members into JTEL
7. Begin and continue the Children’s Reading Program
8. Get online credit card payments working
9. Add a sign/post to the entrance of the Passive House property

**New business**

* Postcards were found in a book that was donated. They predate WWI. Will look into worth locally. Contact James Rogan. Motion by Carrie, seconded by Monique, motion passed

Next BOD Date 1/3/2018 6:30pm

Meeting adjourned at 8:13pm