JTEL Board Meeting - April 11, 2018

Meeting called to order at 6:33 PM. Present: Syrilyn Tong, Mo Musick, Jeanne Laurencelle, Gary Pohl, Greg Selid, Sherri Schleiter, Eli Sonafrank and Carrie Correia (joined in progress). Deirdre Helferrich and Ruth Rutherford sat in. Mindy Gallagher joined in at 7:50PM

**President’s report** – Very excited that books have been checked out from Clausen cabin after kids program. 1st time!

**Finance report** – Pick.Click.Give application submitted

Budget looking good so far – fundraising activities yet to come.

**Collections report** – submitted by Mindy via email. Report follows the minutes.

**Facilities report** –

Snow slid from brown house – need to clear path to outhouse

Do we need snow guards? – included in quote from Lowes for roof replacement project

Need to do some spring cleaning now that break-up is here

Clear roof before it slides

Lots of projects for summer

New bulletin board out front, membership/donation box at back porch of Clausen (like in red cabin)

Office key located in cabin for board members

Key box difficult to see in low light

**Grants report** – Good Cents grant ready to print, sign and deliver. Luke Hopkins, Dave Guttenberg and Judie Tripplehorn are our support people

**Volunteers/memberships report** – currently 58 active members

**Policy re-write report**

1. Membership policy – add sentence about wi-fi access restriction. Motion to adopt new sentence restricting sharing password – Eli, 2nd – Monique. Approved, and policy adopted.
2. Meetings policy – what activities are allowed? When? Is it only when we are not open? Base on allowable usage vs. disallowed – Monique will suggest changes
3. Program development policy – it was created to give members a process for proposing programs – encourage ideas – Send back to committee to reduce old policy down to useful, limited guidelines
4. Finance policy – S.T. and Jean to start working on this

**Business plan re-write** – nothing

**Kids read report** – 1 family came to the last one. Thomas the Train and RR’s the next theme

Easter Sunday – open house, kids found candy eggs

Need to print out old posters for historical records

**Website Revamp report** – children’s reading program

Add back an event list in right panel (event widget)

**Old business**

1. E mail votes for the record – Ruth R. had requested to use the long-distance phone line and reimburse for use. ST, Gary, Sherri, Mindy Mo and Jeanne voted yes. Vote carried. Ruth paid $30 up front and we will bill for the rest at the end of the time.
2. Stripe, credit card sales, membership costs.
3. Option to use monthly payment for membership on the website, but there’s a fee for using the service. Eli will add a membership option online. Carrie – motion raise online membership fees to $15. 2nd - ST. All approved. Eli to add button to the webpage.
4. Keep minimum monthly donation at $5, no lower.
5. More donate then are members – could we increase members by making de-facto members of donors during events “free membership with entry fee”. ST to come up with a membership sign-up form.
6. Separate checking account just for online transactions used in other organizations. ST to look for low-fee option checking account
7. Donor recognition update. Pending artist contact – Monique. Want a low-cost item to use – cd’s cut into leaf shape. We have around 60+ shelf donors. Eli to cut some sample leaves for a temporary donor tree.
8. Fundraiser –Be a library Superhero. Gotham city skyline. Costume party. Saturday May 19

**New Business**

1. Deirdre brought in a box of Edmond Clausen photos - range from 1940’s and earlier. Labels are not on the photos – need to identify (Jill Cameron, Thela and Marty Clayton, George and Bobbi Lounsbury, Klutch and Lorna Lounsbury are possible to help identify and label). Deirdre is handing over to the library for historic purposes
2. GEB program – seeds last a long time. Need help managing the program – Carrie would like to meet with Deirdre about the seed program - will get information one-on-one
3. Charity Walk – May 11 – we raised over $100 last year in this.
4. Internet speeds and usage – we went over our limit this past month, most used by Ruth with her school studies. Current limit is 35 gb – what is our usage? Motion- Carrie – Increase our data plan for 15 g more data for $20. 2nd – Eli. Motion passed. Carrie- motion to forgive overage fee (to Ruth). 2nd – Mindy. Motion passed.
5. Books/collections
6. Vision for the library. Many people have moved to digital – Is that why people aren’t coming in? We need to increase our membership, be open more hours, need more volunteers willing to open the library. We need a training program, process overview. We need to add decent, high quality, hard cover books, be multi-use (First Fridays, revive the Lecture Series?)
7. We need to remove damaged and poor condition books from red cabin. Motion: Jean- Sherri can pull two boxes so the board can review, 2nd – ST. ST, Mo, Eli, Gary, Mindy, Greg, Sherri – yes. Carrie – no. Motion passed.
8. Insurance – New coverage is $1,100 per year. Is the red building over insured? Not when thinking of replacement cost. Increase Clausen contents to $25,000. Increase Clausen building to $225,000. ST to make sure the increases to coverage don’t exceed $1200.
9. Cabin coverage – We added Tuesday evenings, but Saturday hours are tough when the weather is nice. Mindy’s collections group may end Saturday openings in May. Additional volunteers? Possibly Greg.
10. Event planning (fundraiser)

Flier, marketing, event - Monique

Bar permission – Monique

Donations – all (ST to send out sections of town to cover)

Music – Unsupervised, Skidmarks, Benefeild Blues? - ST

Sound (ST stepped out) – Carrie – Motion to hire ST’s company to provide sound. 2nd – Jeanne. All approved

Next meeting May 9 at 6:30.

Adjourn 8:50 p.m.

Collections Report:

Another 146 books were added on the shelves and to the online catalog. We now have 9,286 cataloged books. This month, we focused on adult books, and completed cataloging the 189 books donated by the UAF Women’s Studies department. Suzann Suzawith brought in some boxes of Ray Hadley’s books which Deirdre had said last year the library needed and didn’t have already, and we cataloged 67 of them, including books on history, science, natural history, and fiction. We then were able to start working on the Chris Guinn collection, and 14 more books were added to the History and Fiction sections.

In April, we will continue to fill out the adult reading sections, and will need to start sorting through the very large donation from Chris Guinn, since we won’t have space for all of those books at this time. Our newest addition to the cataloging crew is Suzann Suzawith, joining our regulars Janet Thompson, Kay Sisson, Kimber Sprague, Eli Sonafrank, and Mindy Gallagher. In addition, Sherri Schleiter completed her review of the Alaskana collection, finding a few books which hadn’t been cataloged, and one which needed to be removed due to significant water damage.