JTEL Board Meeting – May 9, 2018

Meeting called to order at 6:38 PM. Present: Syrilyn Tong, Mo Musick, Gary Pohl, Sherri Schleiter and Carrie Correia (joined in progress). Mindy Gallagher joined in at 8:00PM

**President’s report** – Whirlwind 24 hours: the backdrop is done, donations are coming in- doing good for Superheroes. Jeanne has resigned, we will need to work on replacements. Met a friend at the library who is on the board of the Friends of the Library and they re-voted to allow additional libraries to be considered eligible for donations.

**Finance report:**

* Now that Jeanne is resigning we need to figure out the next steps. Monique will be added to the web tracking on the accounts and will act as the reconciler and S.T. will fulfill bookkeeping and finance duties.
* Moved most accounts over to Mt. McKinley Bank and opened a new checking account for all electronic transactions.
* Paid insurance last month $1,110.

**Collections report**: report submitted by Mindy; they follow the minutes

**Facilities report**:

* Waiting for spring. We have a lot to do once the yard dries up. We need to insulate under the floor. Clean-up and grounds keeping work. We need enough volunteers.
* Frank’s Lease: The new lease agreement between JTEL and Nancy Therrell fell through at the last minute. Amy Williamson is now power of attorney for Frank. We need to consider what will happen if we can no longer stay. We will need to be ready to build shelves and possibly move out if we cannot renew after our lease ends in June.
* Any removal of books requires an equal/greater effort to remove them from the library catalog.

**Grants report**: Applied for the Good Cents grant.

**Volunteers/Memberships report**:

* Down just briefly
* Pick.Click.Give. we are up in both numbers and total donations. We have $1325 in current pledges.

**Policy re-write report**:

* Programs policy – the 1st draft was reviewed. Changed the title to only state “Programs”. Activities and events will not be held to the same standards as a program, and events and activities will coordinate with Building Usage and Reservations Policy.
* Document retention policy – sent to Virginia for review

**Business plan re-write report**: no update

**Children’s Program report**: No one showed up again. We had some nice marketing and advertising. We just haven’t had a lot of response. Most of the programs were for really young kids. Older kids can be even harder to target. We will take time off for the summer and regroup in the fall.

**Historian report**: Sherri has interest in some historic projects/collages and other keepsakes from Deirdre including Ester Republics. We need to consider what to do with the donated photographs. Digitizing takes a great amount of work. We need to organize the collection (later this summer) and then document and outsource the digitization.

**Website revamp report**: Added event widget back to website.

**Old Business**

* E-mail votes for the record: iPad and Square approved (ST, Jeanne, Mo and Gary voted to affirm the purchase) in time for the Superheroes event.
* Credit card sales update
  + We should have someone doing all credit transactions for the fundraiser and another manning the door.
  + ST will set up the iPad with its own Apple id/account, download Point of Sale and pre-program the amounts and categories. Carrie to be the credit card person at the Superheroes event.
  + Square can eventually replace Stripe for our online services as well.
* Carrie received some book donations with some solid Alaskana, childrens and other books from a professor leaving state.
* House Bill 197 – was updated based on ours and others’ input. Many of our concerns are over. If it doesn’t pass this session it would go back to step one.
* Donor recognition tree and leaves
  + Eli cut out different shapes of leaves. There are some concerns over maintaining quality lettering via stencils or other lettering control.
  + Monique has contacted Teal to ask her to look at the library wall and discuss the tree donor recognition project. She can possibly letter the leaves as well.
* Superheroes Night Out
  + Event budget – $718 total

Marketing - $128.00

Sound - $350

Band - $50

Costume prizes - $150

Decorations - $30

Auction sheets - $10

* + Postering is going well, a media advisory is sent, and online efforts are boosted.
  + We have lots of donations for the event including $250 from Mt. McKinley.
  + Timetable: Backdrop set-up 6:30 – Monique, Carrie, Gary, Eli

Sound set-up 7:00 – ST

Auction – 7:00 – Carrie

Door – Carrie (credit cards), Sherri

Emcee (& photos) – Monique/ST

Silent auction – closes at 11:00 (Carrie)

Costume contest – Monique (money talks- the most funds raised win) – final parade 11:15 – deadline to turn in bags 11:30 – right before close announce winners

Midnight – breakdown – Eli and Gary

* 50/50 – Carrie to see if we can borrow a permit to operate under

**New Business**

* **Consent agenda** – reduce meeting time by covering information items and easy business that can be approved in a single vote. President to send out the agenda via email prior to the meeting. Any items that need discussed can be removed from the consent agenda and discussed on the regular agenda. Otherwise, items will be approved “enmasse”
* **Deirdre’s farewell** – Memorial Day Monday, May 28, 2018 – 5 p.m. @ Clausen Cabin
* Farewell message – Monique will take the history Sherri provided
* Hors d’ouevres – everyone
* Cake – Carrie to order
* Invite ~25 – not counting board (assume some may not be able to make it) - ST
* **Bookshelf reduction**
* Move craft books and handyman encyclopedias to the Clausen cabin
* Remove Do-It-Your-Self encyclopedia
* Purge old software books
* Purge – really poor condition paperbacks
* We must be sensitive about all the donations and personal connections to donated collections
* **Ester Garage Sale** – June 9. Need a work party to set books aside. May 22, 6-8 PM

Next meeting will be June 13 – we will walk through and evaluate collection and discuss the future.

Collections Report:

April saw the first library patrons to arrive during our cataloging time. A family with 4 children came to return books and check out more, plus the younger ones entertained themselves with blocks and coloring while the mother and older girls browsed the collection.

127 books were added this month to the shelves and online catalog, bringing a total of 9,413 cataloged books. This month, we again focused on adult books, with only a few children’s books added. Suzann Suzawith brought boxes of Ray Hadley’s books which Deirdre had said last year the library could use. We now have 118 books in the Hadley collection, including books on history, science, natural history, eastern philosophy, and fiction. We continued working on the Chris Guinn collection, adding 45 books from his donation. Most of his books are history, travel and fiction. We did set aside 3 boxes of books which belonged to his late wife, and were specialized books on Speech and Language therapy and elementary education. We are looking for more suitable places which might want these books, since they would be of minimal interest in a general community library.

In May, we will continue sorting through the very large donation from Chris Guinn. We won’t have space for all of his books at this time, and will need to decide which to catalog now, and which are worth keeping for later, reboxing, and storing them. Some, such as the Speech and Language books, will likely be sent elsewhere. Our newest addition to the cataloging crew is Mo Musick, who received training so that she could help with shelving books when she is at the cabin on Tuesday nights. Her training included checking books in and out, and she learned how to add books to the catalog, adding a few titles from the Hrrrl Scouts book club. Suzann Suzawith, Janet Thompson, Kay Sisson, Kimber Sprague, and Mindy Gallagher continued providing cataloging assistance.