

JTEL Board of Directors Meeting

November 18, 2013

JTEL Clausen Cabin, Ester AK

Board members present: Sine Anahita; Trey Simmons; Kayt Sunwood; Deirdre Helfferich, Bill Ackiss, James Rogan, Connie Huffman.

Board member absent: Phil Rulon.

Guest: Hans Moelders.

Call to order and first discussions

The meeting was called to order by VP Deirdre at 6:08 PM. Roll call was taken. Officers were elected: Deirdre for President; Phil for Vice President; Connie for Treasurer; Sine for secretary.

The first retreat was snowed/iced out, and many members of the Board were unable to attend. We will reschedule.

The minutes from the October Board meeting were read and reviewed by Deirdre. Trey moved to accept the minutes as written, Sine seconded, and the Board approved unanimously.

Two officer reports were then briefly presented and discussed.

President's report:

Copy of the project report was sent by email to Board by Deirdre. We need to prioritize. Deirdre expressed her concern that she is still working too much. Needs assistance and support to accomplish what she believes is important for JTEL. We decided to save further discussion for our rescheduled retreat.

Treasurer's report:

Nancy made deposits since these figures, so we now have more than these figures represent. Indiegogo--\$950; savings--\$55,423.94; checking--\$3926.86. Connie will present a more complete summary at the retreat. We also have a credit at a local building supplies store.

Retreat Try #1

was short and poorly due to extreme weather conditions. Trey, Deirdre, Bill, and Connie attended. Sine briefly popped in. Those present decided to make 3rd Mondays our regular Board meetings. Voted by acclaim to get internet for the JTEL Clausen Cabin.

Various committee reports were then discussed.

Collections

New Ester Old Time Music Society (EOTMS) collection has been shelved, but is not catalogued. Deirdre oversaw moving of some kids books and gardening books from Old to Clausen. Much needs

alphabetizing. Old Library needs cleaning.

Construction

Urgent need for immediate planning and execution. We must spend and haul Spenards credit before December 4. Mo and Hans have spending authority; must transfer this to others. Toilet needs immediate repair. Light fixtures and electrical work must be done.

Finance

Finance Committee is nearly done with rewriting finance policies. They will work up a draft budget for Board review.

Fundraising

Deirdre announced that the Indigogo campaign surged from \$260 to \$950. This is the fundraising for protective covers on the stained glass at the Gazebo. Only a little more and we'll get to keep the money. Three community events this year put significant funds into the bank, but we are not where we should be. Lalapalloza was dropped this year; Tape & Tarp Ball added. Deirdre stressed our need for strategic planning for fundraisers.

Marketing

we're low on brochures.

Program

Need to figure out how to fit in the new program, Ester Old Time Music Society program. Sine noted six musicians played on Sunday at the JTEL Clausen Cabin. Deirdre noted the new EOTMS music collection had been moved, but not yet catalogued. Trey noted that the Lecture had been cancelled this month because of the storm. Has rescheduled Cody and Paige. Has the aurora guy at the UAF interested. Trey asked for suggestions for future Lecture Series. Connie said she knew someone who would be good. Deirdre noted that the GEB program is ready to move beyond seed swap to being a fullfledged seed library, starting with tomato seeds.

Volunteers/Membership

Need to find a volunteer for Giftworks.

Several items under Old Business were discussed.

Retreat rescheduling

Sunday, December 15, 10:00–1:00 in JTEL Clausen Cabin. Combine the usual 3rd Monday Board meeting with the retreat.

Community Revenue Sharing Projects: cabin upgrades

Deirdre stated that upgrades are the most urgent on the project list. Spirited discussion ensued that continued in spurts throughout the rest of the meeting. Deirdre suggested insulation to reduce fuel costs. Kayt suggested fixing the toilet and other critical repairs before optional projects. Sine agreed that the toilet should be a priority. Connie discussed the location of the ramp, urging us to put the ramp in the front so as not to marginalize users. Deirdre noted that the current plan called for the ramp to be in the front. There is \$\$ at Spenards for the railing for the back porch. Deirdre wants sliding outlet protectors to prevent electric shock to children. Deirdre noted the front porch light fixture needs repair, and that the switchbox is loose. Back porch design is finished, but can't put up until spring. Must use up Spenard credit. Just need to buy and pick up. Suggestion for

Board to examine the project list sent by Deirdre, and to prioritize for discussion at Retreat.

Tax exemption for JTEL Clausen Cabin

Deirdre said the application for tax exemption as a library needs to be signed and filed before end of year. Deirdre noted that the JTEL Clausen Cabin must be functioning as a library to be eligible. Currently, the library is staffed, mostly by Deirdre, Saturdays 9–1:00, Thursday and Friday 1–5:00. Sine noted that EOTMS is in library Sundays 3–6:00. Deirdre raised concern that this might interfere with library functions, but Sine and Kayt assured board that EOTMS volunteers would act as staff. Deirdre wants volunteers to sit in JTEL Clausen Cabin specific hours. Deirdre wants 2:00–6:00 each day to attract children as library users. Bill offered to look into how other nonprofits meet requirements for tax exemption. Connie volunteered to fill out the necessary form.

James and Sine stated their opinion that the Clausen Cabin needs a permanent sign. Deirdre said type of sign is just minutiae. Discussion about the vinyl banner hung outside in the trees, with Sine saying this looked tacky, and Deirdre noting that snow obscured it and made it hang funny. Kayt noted that she had fixed the banner at the Gazebo that had fallen down. Connie volunteered an old sandwich board to use as a sign. Deirdre said that would be more appropriate for the JTEL Lecture Series advertising. Bill suggested getting nice wood from Spenards with our credit and making a permanent and affixed sign. Sine said nothing says library like a permanent sign that says library. Bill said the Borough might suspect that we are not a real library if we just rely on the banner for signage. Deirdre pointed out that signage was much improved over previous years.

Budget

Deirdre worked up partial budget. She asked for volunteers to work on budget and finance. Deirdre said she would forward necessary info to Board. Deirdre noted that expenses nearly doubled because of new expenses of JTEL Clausen Cabin mainly, e.g. heating two places. Will cost about \$6100 to operate Clausen. We must increase our fundraising activities to fund overhead.

Office move and cleanup

Deirdre said we must get this done. Not much stuff left, some stuff to go to transfer station/recycle. Deirdre and Phil did much of the work recently. Deirdre wants someone to set up office space. Kayt said she had done some of that, but someone changed the office setup. Deirdre said the computer must be moved out of office for public use. Connie said she's good at office set up, but has little time available until holidays. Phil has a trailer, Deirdre said. Nancy is reported as saying not to worry about staying so long. When? Not ASAP, but soon.

GCI: phone & internet

Deirdre got it! Will be wifi internet. Deirdre suggested requiring that only members have access to wifi. Trey said he thinks we would create much good will within the community if we offer free access to everyone with password. Sine suggested default page with JTEL info. Trey will investigate how. Motion to offer free to Ester community made and seconded.

New business discussed next.

Bookkeeper

Previous Board recommends hiring a bookkeeper. Deirdre said this would be inexpensive. Treasurer has been doing this work to date. Connie said she'd look into what needs doing and will report at retreat.

Office Manager/Executive director hire

Deirdre said that the previous Board also recommended hiring an Exec Dir, but that this person would not come cheap. Hans asked about how the salary would be funded. Deirdre said from general funds. Deirdre said the person would write grants.

Website hosting renewal

Molly currently has in her name on her credit card. Deirdre does not have enough \$\$ on her card. Connie suggested a debit card, but Bill noted the invisible fees that suck \$\$ from the account. We must do this by the 28th. Connie will investigate.

Supplies purchases

Credit at Spenard. We briefly discussed project list, then decided that each of us would review the list and prioritize to discuss further at retreat.

Library hours

Deirdre has been staffing as she is able.

Policy updates

Deirdre says all need to be reviewed. There was no objection to tabling this issue until the future.

New policies: donor bill of rights, facility use

We will discuss in the future.

Events

Fundraiser scheduling: Tape & Tarp, LiBerry, Readers on the Run: we tabled until future.

Initial committee meetings

We will schedule at the retreat.

Booksale

Noel Wien invited us to participate in their book sale. Last year gained 3 members, visibility, and \$67. Do we want to do again? Deirdre noted the sale was exhausting and netted little money. Hans and Sine suggested planning for the future. We decided not to do it this year.

Adjourned at 8:01 PM.

Minutes respectfully submitted by Sine Anahita

addenda by DH