JTEL Board Meeting - December 12, 2016

Present: Amanda Bent, Monique Musick, Syrilyn Tong, Gary Pohl, Mindy Gallagher, Marina Day, Carrie Correia, Eli Sonafrank

Reading and approval of agenda. Holiday cards were prepped while the meeting was conducted

Reading and approval of November's BOD minutes

Brief board training - Carrie

Duties-

Care- prudent use of all assets

Loyalty- best interest of non-profit , not self interest

Obedience- insures ethical practices and adherence to policies

ST- President’s report - busy month. Giving Tuesday, book sale, cookbook, full of new ideas, wants to focus on marketing

Mindy- Treasurer’s Report

November $21,937.06 General

Passive House checking and savings combined

Committee Reports:

**Finance** - Mindy

We sold 4 cookbooks, received a $200 check from Eva (along with book donation), the change of officers is complete (with Denali FCU), we paid $200 for taping work, Quickbooks was updated but should be reviewed every 2 months, we came up with projected budget, Giving Tuesday raised $80 (what came in, came in early), SBS check received closes that credit account, we still have credit on the Sentry Card.

Met with accountant - there is a problem with fiscal year dates (IRS say Nov-Oct, our fiscal year runs Oct-Sept), also we need to look into depreciation of property - we need records of when things were built or remodeled

**Grants** - Gary

Working on Goodcents grant for roof

Lend a hand grant through Coop Market for programs submitted

Sam’s Club out of money for December, thus will write proposal for new laptop/business software for January's cycle

**Volunteers** - Amanda

Needs to create a donor’s form. Also, Amanda and Eli are discussing with a friend of Eli's to go to a new webhost

**Policy Rewrite** - Carrie - Collections rewrite underway

**Business Plan Rewrite -** Mo - nothing to report

Old Business:

1. Email Motions

a. Vote to reimburse Marina $50 to attend fund-raising workshop (passed)

b. Vote to attend Library Consortium book sale (passed)

c. Vote to send out holiday cards and letter (passed)

d. Should Deirdre continue with the Giving Tuesday daily posts (passed)

e. Should JTEL go with Virginia Farmier of True North Business Services for a financial records review? (passed)

2. Fundraising workshop recap- Marina - inspiration exercise

3. Retreat action items progress reports - ST contacted the Painter's Union and they are taping and painting the walls.

4. Endowment should have an additional person (not just Mo).

Motion to have second trustee on endowment, Eli seconded

Motion by Mindy nominating ST, Mo seconds (passed)

New Business:

1. ST provided a letter of support for use in grants

1. 2017 Calendar of events - Reader’s on the Run - April 23, Tape & Tarp July 15, Li-berry - August 26
2. January National Seed Day? Tabled
3. Marketing JTEL - we need to divide up the marketing. Amanda is to take Frank's Place, Marina is to take the USPS bulletin board, Mindy is to answer the phone messages, ST is to answer info@ester... questions.
4. New Event deadlines- Events need to be approved at the prior month’s board meeting or a minimum of 30 days in advance.
5. Library Cookbook is a popular thing. Can be profitable. $30 funds deposited into unrestricted funds, Marina motion, Carrie second

7. ST mentioned that Deirdre is writing 2 articles on seed swapping, and welcomes any suggestions.

Next meeting: January 10, 2017

Meeting adjourned - 8:38