John Trigg Ester Library Board of Directors

January 10, 2017

Clausen Cabin, 6:30 pm

Syrilyn Tong

Mindy Gallagher

Monique Musick

Gary Pohl

Eli Sonofrank

Marina Day

Minutes will be reviewed next meeting or via email when secretary returns

**President’s report:** Thank you cards got out, a lot of work happened at the Clausen cabin, and all seems to be going well with our progress toward goals. Officially mark goal #4 as complete.

**Treasurer’s report:**

$21,729.55 combined checking/savings

$14,336.20 PassiveHaus savings

Clausen report: $4,901 remaining in dedicated funds, not including the 2017 CRS delegation of $1,700.

**Committee Reports:**

***Finance:***

Met 1/03/17

Presented draft budget for board review

ST will look into pricing out the new laptop and software

Quickbooks – Monique updated and reconciled Quickbooks through November 31

Depreciation of assets – will be done by Virginia

Reviewed projected budget

Mt. McKinley bank – Monique needs to be added to the safety deposit

Received final borough grant money

Mindy will send out letters to donors

Mindy ordered 1099 forms

Mysterious credit to the GVEA account (not paid since October 2016) - ST to look into this

Fundraising update –

Pick.Click.Give

Put a notice on the web and on Facebook will do a few other reminders

Look for graphics for more memorable posts

Cookbook sales are in the black!

Cabin work is almost done. Flooring is the next project, electric work is almost finished.

***Grants:***

Met 1/09/17

Reviewed Paul Allen Grant

Did not receive Co-Op grant

Need to review CAPSIS registration, update information – compare efficiency to BEES standards – show how much more efficient the PH design really is

GoodSense- working on the grant for the roof, will require some financial information, pictures, budget etc. Will match with donated labor.

Discussed grant procedures, delegations of duties and team approaches

***Facilities:***

Almost finished Clausen upgrades- the floor is the next big project

We have some lamination that could cover a 10x12 foot area

Mindy will approach Floorcraft for an area rug for the reading/kids area and for the office

Need underlayment, ¾ inch CDX plywood, 32 sheets at ~$20/ea

Need work party for finishing floor

Temporary rug can go in office and some items stored in there

Bathroom can also be used for storage while main room is finished

There are a few other projects- hang extinguisher, paint conduit, add rope for trim

Sell fan at next sale this spring/summer

***Business Plan:***

Rewrite the plan – focus on our growth and purpose: past, present, future

Draft a management plan, business operations plan – more specifics on running the library

Keep PassivHaus as a future goal, but not the main focus of the plan

Less about on growth needs and more on day-to-day management, guide for board/volunteers

Incorporate budget

Old Business:

1. E Mail motions - The Pick, Click, Give banner was approved to be hung on Frank's Place, and is currently there
2. Marketing

a. Website - revised for collecting online donations

Need to remove the Pay Pal icon

Colette and Alex are providing web support systems

Offering to provide a site map and discuss ways to reorganize and simplify

We can switch over to A Small Orange for free web hosting

Need to figure out what funds to designate deposits to

Will designate PH donations to Passive Haus savings separately

MOTION: Move from Bluehost over to A Small Orange for web hosting, and move forward with web redesign and Stripe donation processing – Monique

Second - Marina

Discussion – see if we can move away from Ken Woods as the domain name owner

Passed unanimously

Will discuss web management, access, updates and other issues as we work more on our policies and procedures. First step will be the redesign and simplification.

b. New membership/donation envelopes have been ordered – they'll allow for designated donations

Will add donation box at the current library

New Business:

1. Laptop and software – Sam’s Club donation didn’t come through

TechSoup has inexpensive, refurbished computers, plus Quickbooks and Quickbooks trainer will run ~$459

MOTION: Replace current laptop and Quickbooks from TechSoup – Gary

Mindy – second

Passed unanimous

2. Sam’s Club donation – can apply monthly, will (hopefully) have funds again in the future

Have grants committee generate ideas for potentialsubmissions

3. Judie Tripplehorn contacted Deirdre about establishing a lecture program in the name of a deceased author – ST will follow up for more detail

Finishing the cabin is our priority for time/focus right now

Great idea for the future- a program in the Clausen cabin

4. Readers on the Run – discussing doing earlier in the Spring –

Running Club North calendar is full

Running Club involvement necessary for insurance coverage – will require a presentation to their board for approval

Sunday, April 23 tentative date – need to submit to Running Club North for approval

Ask Amanda if she can write up the race description

Gary will discuss with Amanda when she returns

5. Seedy Saturday

Let’s plan on reserving the Hartung Hall, but if the Clausen Cabin is ready we will host it there. To use the hall we have to pay rent.

MOTION: Authorize Hartung rental for two Sundays – two Seedy Saturdays. If cabin is ready then we can use the space there. – Monique

Second- Eli

Discussion-

Why two dates? Why not just one event in March? What is the return?

It does give exposure. It is also our only educational program.

Alternative would be holding off until the cabin is ready and focusing it on making it one big event, supporting Deirdre more and making the program a highlight and more professional program.

AMMENDMENT- Focus on a one-time event either at Hartung (authorize $25) or in the cabin if it is ready. - Marina

Second- ST

Votes Y-3 N-2

ST votes- against

Amendment fails

Original motion: Y- 4, N- 1

Two Seedy Saturdays will be supported – need board support to make it successful

Monique will contact Deirdre to discuss further the planning needs and marketing

Motion to adjourn 8:24 – Marina, Second- Eli

Passed unanimously

Next Board Meeting Date: February 7, 2017