JTEL BOD Meeting - April 11, 2017

Meeting called to order at 6:34 PM. Present: Carrie Correia, Marina Day, Mindy Gallagher, Gary Pohl, Syrilyn Tong, James Rogan, Mo Musick and Eli Sonafrank

**Reading and approval of agenda**

* Gary wanted to add $750 Kids Reading Grant to the grants committee, Mo motioned, James second, so passed

**Reading and approval of last month's minutes**

* Marina wanted the minutes amended to reflect that she never was the lead for the Charity Walk, but only volunteered to do flyers. Gary motioned, Carrie second, so passed

**Board Training**

* Carrie did training on Policies vs. By-Laws

**President's Report**

* Clausen Cabin getting ready to open, we do have some books on the shelves

**Treasurer's Report**

* ST and Mo to meet on Quickbooks categories

**Finance Committee**

* + Clausen Cabin Funds: $3,424 (we still owe Bear Electric a little more, but they are going to honor their bid, even though they went over budget. This will be from last year's budget, however)
  + Community Revenue Sharing grant- $1,700 to be used for insulation, the remainder to be used for general funds.
  + We are over budget on heating fuel, heat to be filled 2x year. Alaska Aero Fuel has the lowest price. We may need to get locks for the fuel tanks to keep the fuel from getting stolen
  + IRS Form 1099 confirmed sent by Virginia Farmier; we now have until May 15 to get taxes in on Form 990
  + Pick Click Give fees sent in for 2018.
  + We decided to not renew the Foraker Group training, as no one took advantage of that last year, and we don't foresee that changing this year.
  + We have two Endowment accounts where we can only spend the interest

**Grants Committee**

* Grant Station Subscription lapse, no interest in renewing
* Deirdre was working on aLetter of Support from the Borough Assembly; not sure if she's still doing it
* No grants applied for this month
* Kids Read $750
* Lowes, Home Depot and Good Cents grants in progress
* Pick Click Give pledge drive ended - We have been pledged $1,150 (gross), a little less than last year ($1209 net), however we went from 16-22 donors

**Facilities Committee**

* **Clausen Cabin Update**
  + Cabin is nearly ready to be open to the membership in terms of construction. Need to clean up and remove unneeded items as well as cataloguing and shelving book.
  + Fuel Tank filled on 3/29/2017
  + Work anticipated: Cable management in office, yard clean up, rebuilding planters and build handicap ramp!
  + Long term: Roof repair or replacement, underfloor insulation, water and waste water systems and plumbing and fixtures

**Volunteer/Membership Committee**

* Will start calling lapsed members from the last 2 years to renew
* Committee will try to meet the 2nd week of the month

**Policy Committee**

* ST and Carrie met and quickly discovered that several policies could not be modified as there were requirements for additional people (members, librarian) in order to modify. Mo mentioned that one of the reasons for this was to prevent a board from denying a book or section without a member also present.
* We did modify the Board Member Roles and Responsibilities policy, and reduced it from 8 to 3+ pages, taking out information that was redundant from bylaws.
* The major changes of the draft Board Members policy are specifying which one(s) of the board members are elected on even years and odd years, and a board member absence policy.

**Business Plan Rewrite**

* Mo needs more information about how we want to run the Clausen Cabin in order to form a business plan. She also wants to use Clausen as a trial run for the Passive House.

**Old Business**

* Diedre resignation letter received.
* Seedy Saturday reimbursement to Mo for expenditures over the given budget. Motion by Gary to reimburse Mo the $220.87 for the pictures that she took and framed. Eli seconded, discussion ensued about setting a precedent. Motion to approve was passed, however James motioned that for future expenditures any need to exceed budget must be approved by the board. Risk of loss of personal funds if not pre-approved. Carrie seconded; motion passed
* Charity Walk - Friday May 12th at 6pm , registration forms were printed and placed in the post office
* Marina requested to be reimbursed for ink cartridges at the cost of $68 for the printing of the Charity Walk forms. James offered to see if he could find cheaper ink through his connections. Request tabled until next month due to lack of time to discuss the matter.
* Property Insurance- proposed lowering of coverage of the property at 3618 Main St. from $65,000 to $30,000, increase the value of the Clausen Cabin from $118,00 to $**1**44,000, and lowering the value of the Gazebo. ST and Gary to meet and email us the recommendations due to a lack of time to fully discuss this issue.

**New Business**

* ST brought up that GCI has a program where we can receive a 33% discount on future telephone costs for 5 years, as long as we get a bid from GCI before changing carriers. James motioned that we accept the discount, Mo seconded, motion passed
* Clausen opening - the moving of books into Clausen was a little premature, as there was no plan to allow members to come in to browse. We need to come up with a plan to address this, and what books to be moved in. Should they be higher quality books? Different sections? We talked of a special collections meeting, but due to time constraints, nothing was decided.
* HB197 - There is existing Federal and State law that prohibits small time seed libraries and swaps if conducted without conformance to lots of regulations, meant for commercial seed sale. HB197, which is currently in committee, would exempt us from these regs. The downside is that the AK Department of Natural Resources would control all seed libraries, and who knows what regulations they may impose upon us, not to mention that the bill as currently written are still overly burdensome to small scale seed libraries/swaps. ST will call in tomorrow to testify on the board's behalf, while Mo will prepare a letter to the legislators.
* ST brought up that Deirdre was given access to letters from Ansgar Clausen during his first year in Alaska, and wanted the board's approval to post those letters on the website. Due to lack of time, the discussion was tabled.
* Next meeting set for May 9th at 6:30pm

Meeting Adjourned @ 8:35pm