

JOHN TRIGG ESTER LIBRARY  
**Board of Directors Meeting Minutes**  
September 19, 2022

The meeting was called to order by President Gary Pohl at 6:31 pm in the Clausen Cabin.

Members Present: Gary Pohl, Mindy Gallagher, Syrilyn Tong, Kristin Haney  
Excused: Sharon Lockwood, Ritchie Musick

**Agenda:**

The agenda was reviewed, and Mindy asked to add a new item "Social Media Volunteer" under New Business. The amended agenda was approved by acclamation.

**Minutes:**

The following corrections were noted: Under Financial Report, ST noted that "Literacy Food Festival" should be revised to "LiBerry Festival" and that the Credit Card balance should be shown as a debit. Mindy noted that under GEB, "Feedstock" should be revised to "Seedstock". ST moved to approve, Mindy seconded, and the minutes were approved as corrected 4-0.

**President's Report:**

Gary noted that the LiBerry Festival was a success.

He also discussed some IT items, including how many attacks on our website are noted and blocked by the recently installed "Wordfence" software provided by Don Kiely. In addition, it was noted that ST had received a call from an IT person from Bluehost (JTEL's web provider) stating that there may be some issues with our website, including the installation of malware. Gary did a reverse directory on the phone number, and it was for Endurance International Group (EIG), which is the company that bought Bluehost. Gary then contacted Don Kiely who checked things out and cleaned out spam comments and trackbacks on the "Become a Member" link on our website, and also deleted the ability for commenting on this item as no one really has a need to comment on our form. ST noted that the Bluehost IT person said that they could "fix" our problems for a fee. Ultimately, it was determined that the call from Bluehost/EIG was probably nothing more than a sales call.

Regarding facilities, Gary noted that the outhouse had been cleaned and minor improvements made. It was also noted that a light switch should be added to the front porch motion detector lighting, which was hard wired by Bear Electric with no switching capabilities. ST would check with an electrician friend to see if he could help, and if not, Gary would contact Bear Electric.

**Financial Report:**

ST reported \$1,773.67 income for the month including the proceeds from the LiBerry Festival, but not yet including income from the GEB garlic sales. Less expenditures of \$512.61, there was a net income of \$1,261.06. See attached report for all expenditures.

She also noted that on the LiBerry Post Event Report, that \$75 for awards to the overall pie and best sweet pie (\$50 and \$25) as well as the initial seed money of \$50 for the cash box would be deducted from the net income of the event. This is stated in the notes of the report as well. It was also noted that \$25 cash was provided to Sarah Furman for best savory pie at the event.

**Current balances:**

Credit Card:	-\$546.91
Mt McKinley checking:	\$2,007.46
Mt McKinley savings	\$30,557.51
Passive House	\$14,527.36

**Collections**

Mindy reported that Collections has stalled out and not currently active. She stated that one person showed interest in volunteering for collections at the Seedstock/Garlic Sale on the 17<sup>th</sup>, but she has not heard back yet. Mindy also stated that of the limited books that are checked out, Children's Books, Alaskan, History and Young Adults were the most popular categories, in that order. No Science books have ever been checked out. We need to have more open hours during the week, as well as getting the word out via social media and other means if more books are going to be checked out. Many folks are not aware of the current library, and some see the "Future Home of the Ester Library" sign on Village Road and think it doesn't exist yet. It was suggested additional signage be added there to direct folks to the Clausen Cabin.

**GEB**

Kristin reported that the Seedstock/Garlic Sale event held on September 17 was a good success. Mel Durrett did most of the collections of the seeds, and there were 5-7 donors. She did get distracted by some folks wanting to talk. In addition, 31 people bought garlic, and JTEL got four new members.

Kristin also reports some very good news: 3-4 pounds (30 to 40 bulbs) of various species of garlic were set aside for planting at the UAF Botanical Garden as arranged with her supervisor, Glenna Gannon, at the Experimental Farm. UAF will use these as a trial on garlic varieties in interior Alaska, and in addition, GEB will be able to harvest these bulbs next year and use them for the 2023 Garlic Sale.

Kristin also ordered some additional garlic as the sales went well, but it has not arrived yet. ST did ask in the future that we try to use the JTEL credit card for purchases, as we are on a "cash back" plan.

Note: The proceeds and accounting from the Garlic Sale had been placed in the office and were counted after the Board meeting, and ST would be depositing the cash and preparing a summary of the GEB income and expenses to date.

## **LiBerry Post Event Report**

Gary with Mindy's assistance had prepared and distributed a report to the Board, and all in attendance had reviewed the document prior to the meeting. While the event generated just over \$1,500 net, historically this was lower than most years. All agreed that in 2023, we need to schedule the event in September, as the late August timeframe has too much competition with other events. Other suggestions and notes are included in the report. Kristin passed on some comments regarding the event flyer from Mo Musick: too much verbiage and title of the event was too small.

## **OLD BUSINESS**

### **Programs and Library Open Hours**

Library hours are currently reduced, as Ritchie (Thursday night host) is out of state. Mindy noted that Knitting Nights on the first, third and (sometimes) fifth Tuesdays of the month were picking up with new attendees. All agreed that new programs and events were needed to increase attendance, and that new volunteers were needed. Some of the ideas thrown out included: a book study group, coffee cloister (Gary offered a spare espresso machine), kids' game nights, and adult game nights. It was also agreed that JTEL will provide a spooky location for trick or treaters again on Halloween night, Monday, October 31<sup>st</sup>.

### **Trailer Move**

Scott Allen has moved the trailer to the Village Road site. He had to make some repairs to the trailer. His total cost was quoted at \$450. ST indicated that she would need some sort of receipt or paid invoice to write the check to Scott. Gary will contact Scott in that regard.

### **Pic-Rights**

Gary and ST stated that the Pic-Rights issue was a done deal, and that the receipt from them so stated that our full payment of \$125, as negotiated by our attorney, had been received and represents final settlement. An additional fee of \$110 was paid to the attorney, Darren Heitner, resulting in a final cost of \$235 to resolve the matter, which saved us \$80 from the amount of \$315 that Pic-Rights originally asked for. All agreed and affirmed that JTEL learned a valuable lesson, and that we should avoid use of the internet as a source for graphics.

## **NEW BUSINESS**

### **KUAC Phone Bank**

Gary raised the question as to whether JTEL wanted to volunteer members to serve at the upcoming KUAC fundraiser in October by working a shift at the phone bank. Mindy and Gary expressed interest, and Gary would send an email to Sharon to see if she would be interested. Shifts are two-hours and various slots are open.

### **Annual Meeting in October**

Gary stated that a date needs to be set as soon as possible, with Sunday afternoons at 4 pm being the historical timeframe. With the Ester Volunteer Fire Department annual meeting set for October 9<sup>th</sup>, that left the 16<sup>th</sup> and 23<sup>rd</sup>. Gary send an email during the meeting to ECA President Monique Musick to see if they had set a date yet. Mo emailed back before the meeting was adjourned stating that we could pick first and ECA would take the remaining date. The Board elected to take Sunday, October 23<sup>rd</sup>, which gives us more time to prepare and get the word out.

It was also determined that those up for election included the positions held by Gary, Sharon and Ritchie, as well as the Director seat vacated by Mina Doerner.

### **Social Media Volunteer**

This was the agenda item added as requested by Mindy. Her daughter Ginny has volunteered to help with social media as she has a number of ideas that we could consider to enhance our communications and connections with the community, particularly young people. These include but are not limited to:

- Setting up a dedicated email through Bluehost for [socialmedia@esterlibrary.org](mailto:socialmedia@esterlibrary.org)
- Set up JTEL accounts in Instagram and TikTok
- Start a brief regularly occurring JTEL newsletter about events, hours and other news that can be signed up for by persons wanting it, rather than sending it out to all members
- Encourage volunteers through social media
- Develop QR codes to link JTEL informational sites (web, Meta, etc.)

Ginny requested that a Board member be assigned for her to coordinate with. ST volunteered to be the coordinator.

### **Adjournment**

After concurrence that the next meeting date will be on Sunday, October 23<sup>rd</sup> with the 2022 Annual Meeting starting at 4:00 pm to be followed immediately by the newly elected Board meeting. Mindy moved to adjourn, ST seconded the motion, and the meeting was adjourned at 8:16 pm.

Respectfully submitted,

Gary H. Pohl, President