

JOHN TRIGG ESTER LIBRARY
Board of Directors Meeting Minutes
February 19, 2023

Call to Order

The meeting was called to order by President Mindy Gallagher at 7:00 pm in the Clausen Cabin.

Board Members Present

Gary Pohl, Mindy Gallagher, Syrielyn Tong, Kristin Haney, Mel Durrett, Kathy Nava, Ritchie Musick

Approval of Agenda

Approved by acclamation, with the addition of a discussion of Ritchie's Noel Wien Library tour at the end.

Approval of Minutes of Prior Meeting

The minutes of the January 9, 2023, Board meeting were approved by acclamation of all of those in attendance on that date.

President's Combined Report (includes Collections and Publicity)

Mindy is seeing "progress" at the library (newsletter, programs, et al). Knit Night continues to go well with 5 to 6 in attendance. Public relations going well. Mindy needs new computer, can't convert pdf to jpg, however, Gary has been converting the files for Mindy and will continue to do so. Volunteers: It seems the Board is the bulk of volunteers. We need more volunteers. As a note, Board meetings are open to the membership and the public, this will be added to the newsletter. We need to resurrect the volunteer list with categories of interest. ST suggests calling people when volunteers are needed.

Other Reports

Best-selling Fiction Collection: Ritchie stated that one book was checked out but has not been returned. Kathy suggested highlighting a book in the newsletters.

Finance: Financials were previously sent out for review. ST mentioned that Amazon Smile is being discontinued. \$45 in new memberships came in. Mel asked what the status of our tax filings was, and ST responded that last year and this year have been paid for to True North Accounting and both have been filed. Discussion arose about using a short form and whether we could, and if it would save money. ST will check with Virginia Farmier on what is required and why.

Newsletter: Kathy would like to have a JTEL account from which she can send out the newsletter rather than using her personal email. Gary will set this up for her, similar to the account he set up for Kristin and GEB. It was agreed to set a date for content being sent to Kathy by the 26th of each month, and newsletters will be sent out before the end of the month.

Mel noted that the book review should be moved to the third Monday, so that persons can get notice from the newsletter and have three weeks to read the book, starting in April. Kristin noted that the newsletter should include the option to opt out of receiving the newsletter or unsubscribe (Mailchimp). Kristin has a list of 170 or so names including JTEL and GEB.

Facilities: Lots of snow removal coming up! Lower door locks are not working well.

Grants: Nothing on the radar. Perhaps start work on Passive House via liaison with Senator Murkowski's office. Will be a major effort with lots of technical input required.

GEB: Seedy Saturday on March 18th from 12 to 4 pm at Hartung Hall. Fairbanks Soil and Water Conservation will have a seed swap on March 4th, JTEL/GEB will set up a booth at Food Bank Clubhouse on South Cushman. Plant sale will be on May 27, Memorial Day weekend. GEB will be starting seeds next week at the IAB Greenhouse. A "micro grant" was applied for March and approved in March. A contract has been sent by the DNR Department of Agriculture and requires a signature by JTEL before getting the budget, which should match the proposal. Purpose of the grant is to expand planting beds at Clausen, purchase planting medium, and purchase a refrigerator for seed storage. A "cash flow" situation will exist in that the grant will reimburse after funds are spent by JTEL, although half of the grant money may be applied for from the outset, total grant amount is \$3,153.60. We have until March 1, 2023, to sign the agreement. After discussion, the following motions were made:

Motion, by Ritchie, seconded by ST: To approve the GEB budget of \$1,550 and the Micro Grant amount of \$3,153.60 such that costs may be incurred without further Board approval, except that the grant Contract must first be executed, and the first half of the grant money be applied for before spending grant monies. Approved unanimously.

Motion, by Ritchie, seconded by ST: To sign the DNR Department of Agriculture micro grant. Approved unanimously.

Children/Family Programs: The last few Saturday programs have not had any children in attendance but did have one parent. Kathy has requested approval to purchase materials for upcoming programs in the amount of \$60.40, starting with the next program, Clothes Pin Car.

Monday Night Book Club: Three persons attended the first meeting of the book club, where the book "Wooley" was reviewed. Timing for subsequent book club notifications and scheduling was discussed such that persons would have adequate time to read the book in advance of the Monday night meetings.

Old Business

CRS Grant: Mindy has submitted it to the Borough for this fiscal year FY23. We have not received payment yet.

Programs and Operating Hours: Need to coordinate posters, sign in window, website and Facebook page to show current operating hours. Gary is now there on Wednesdays from 4:00 to 7:00 pm.

Homeschool Library Time: The first session was not attended other than by Kristin and her children. Kristin starts her new job starting March 13, and will need a new volunteer(s) will be needed.

New Laptops: Gary brought a MacBook Air set for “guest” use, and it will be left in Clausen plugged in.

New Business

Superheroes Night Out: Are we going to do it and when was put forth by Mindy. Ritchie will talk to Hillary at the Golden Eagle about a May 20th tentative date for the event.

Standardizing Document Names: Gary requested that all Board members sending files to him use a standard file naming system, which includes item, date and year to facilitate filing of documents in the JTEL Google Drive and posting on the website.

Goals: Tabled.

Pick-Click-Give: Consensus was achieved on paying the \$250 to continue with this program.

Ritchie’s Tour of Noel Wien Library: Ritchie took a tour Noel Wien, Melissa Harter said we were not a “public” library and can’t be listed on their list of public libraries.

Date of Next Board Meeting: Sunday, March 18, 7:00 to 8:30 pm. Note: Henceforth meeting will be on the third Sunday due to major conflicts.

The meeting was adjourned by acclamation at approximately 9:03 pm.

Respectfully submitted,

Gary H. Pohl, Secretary