

JOHN TRIGG ESTER LIBRARY  
**Board of Directors Meeting Minutes**  
January 8, 2023

**Call to Order**

The meeting was called to order by President Mindy Gallagher at 6:58 pm in the Clausen Cabin.

**Board Members Present**

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

**Approval of Agenda**

Approved by acclamation.

**Approval of Minutes of Prior Meeting**

The minutes of the December 11, 2022, Board meeting were approved by acclamation of all of those in attendance on that date. Gary Pohl was excused from the December meeting and therefore abstained. For the record, Ritchie Musick prepared the December minutes in Gary's absence.

**President's Combined Report** (includes Collections and Publicity)

Mindy will be scheduling training for online cataloguing. Things are getting going. Knitting group is stable at 5-6 attendees. New hours need to be set and stickers can be added to existing posters that have been placed at various locations. Ginny Gallagher has started an Instagram site but is the only administrator. Gary has set up a JTEL email account for Ginny. Mindy to ask Ginny if she would mind getting texts from Board members with posts for Instagram.

New sign with hours put in front window, as well as an open/closed sign. Christmas decorations (lights et al) need to be taken down and put away; boxes are in the White building.

Collections include cataloguing of Kristin's donations of kids' books. Some books moved to the Science collection.

Website "online catalogue" uses TinyCat links include redundant links on this page. There are also links to Library Thing, which is related to TinyCat. Search parameters should be reviewed. Books are put in by Dewey Decimal system. Discussion about how the online catalogue works now and how it might work better ensued. Mindy asked the Board members to try out the online catalogue and get familiar with it. ST will make some changes, including clarification of search versus browse.

**Other Reports**

Best-selling Fiction Collection: Ritchie will tout the new books, which are not in the catalogue. on the newsletter.

Finance: ST sent the report to Mindy, who will forward it for attachment to the minutes. A review of the financials was therefore not included.

Brittany McAllister designated a donation of \$100 through her employer, Mt. McKinley Bank. A thank you card was prepared and signed by all.

Newsletter: Kathy would like to get some help and formatting information to publish a newsletter. Per Monique Musick, a previous newsletter form did exist and was sent out via Mailchimp. Per ST, JTEL let our Mailchimp account elapse as we have not been using it. All agreed the newsletter should be short, sweet and simple and monthly. Gary volunteered to make a template.

Facilities: Thanks to Matthew for doing snow blowing. ST and Gary will tag team on snow blowing. ST noted that a new key is required for the snow blower. Gary restored the link to the Toyotomi stove with his iPhone. Mel is looking into new shelving for under the rear window and the kitchen window, as well as shelving for the storage room. The shelves would be donated via the UAF Property Office. She is also looking into a refrigerator for GEB from this program, which requires a request on letterhead.

Grants: Gary is monitoring available grants. Potential discussion with Sen. Murkowski's office for Passive House funding through new infrastructure act. Start a dialogue. Look at GVEA Goodcents timeframe for a grant for an HRV for Clausen.

GEB: GEB Microgrant still pending. Seed catalog party on the 22<sup>nd</sup> at 6 to 8 pm at Clausen. "Seedy Saturday" will be in March. Seeds donated from the Fire Department and left in Clausen by ST.

Children/Family Programs: Kristin stated that the junior gardeners' program could start in March or April with new resources and showed an example of learning kit planter.

Volunteer Coordination: Matthew's last day is Wednesday, which will reduce the hours the library can be open. Mindy is looking into new volunteers including Kadey Ambrose. Ritchie indicated that after she gets back up to speed with her guitar playing, she will start a guitar night on Thursdays from 5 to 7, probably in a few weeks.

## **Old Business**

2023 Budget Numbers: Accounting fees have gone up, as last year's taxes were not done and are being done now along with this year's taxes at True North Accounting. Is there enough funding for a basic PC laptop? \$400 range. The Board agreed by acclamation, to purchase the laptop. It was also agreed to plan on hosting *Super Heros' Night Out* for spring. Kristin inquired if there was a way for small purchases within the limits of the GEB budget be preapproved so that small items don't need to be continually addressed. ST indicated that this could be done and stated that the JTEL credit card should be used as we get 2% back on card use. Kristin and Mel will present the GEB budget next month- to be voted on and all budgeted items are pre-approved (won't need further approval)-not just small items. A consensus on the budget was agreed upon and approved under the Modern Rules.

CRS Grant: Mindy has submitted it to the Borough for this fiscal year FY23.

Programs and Operating Hours: Mel suggests starting a book club related to science and maybe science fiction. The first book will be "Woolly" about resurrecting this extinct species, during her normal Monday hours, first Monday of the month. Mel to write it up a post for Website and Facebook. A discussion then commenced about putting a picture of the book cover on our

Website and Facebook page, considering previous experience where we used a photo off the internet and were presented with a bill. It was agreed to research the right to use the book cover photo.

### **New Business**

Library Reservation: "Ester Improvers" want to reserve the Clausen Cabin on Wednesday, January 18<sup>th</sup> from 6:00 to 8:00 PM for casting call for auditions for a new play. Gary volunteered to attend to fulfill use of the cabin requirements for a member being present.

Homeschool Library Times: Kristin has not heard back from CyberLynx.

Internet Data Usage: JTEL is limited to 250 GB data per month without additional charges. A recent episode of game streaming took us over the limit, and we had additional charges from our internet provided GCI.

Purchase of New Laptop: This was previously discussed under the FY23 Budget Discussion.

Goals: Deferred to next meeting due to lateness.

Date of Next Board Meeting: Sunday, February 19<sup>th</sup>, 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 8:30 pm.

Respectfully submitted,

Gary H. Pohl, Secretary