

JOHN TRIGG ESTER LIBRARY
Board of Directors Meeting Minutes
November 13, 2022

Call to Order

The meeting was called to order by President Mindy Gallagher at 6:37 pm in the Clausen Cabin.

Board Members Present

At Clausen: Gary Pohl, Mindy Gallagher, Syrilyn Tong, Kristin Haney, Mel Durrett, Kathy Nava
Via Zoom: Ritchie Musick

Approval of Agenda

Mindy asked to add "Children's Programs" to Other Reports. Approved by acclamation.

Approval of Minutes of Prior Meeting

The minutes of the October 23, 2022 Board meeting were approved by acclamation.

Introductions

All members present gave a brief personal statement of their background and history both in Ester and with JTEL.

President's Combined Report

Mindy proposed that the Board use the *Modern Rules of Order*, rather than *Robert's Rules*, as recommended by ST who has been using them for the Ester Volunteer Fire Department Board meetings. All members present concurred. Mindy presented general expectations for Board members and volunteers hosting at Clausen. Non-members can check out books; all volunteers need to know how to check out books. ST noted that only members should get the Wi-Fi password. Persons hosting open hours at the Clausen Cabin should encourage feedback from visitors, including signing the guest book and leaving contact information, as well as leaving comments. Overall: We need to get the word out! Mindy set a goal of focusing on programs to get people into the library. Mel asked what tools JTEL has for publicity, and Mindy responded: JTEL website, Facebook, Instagram (in process), posters, flyers, potential interface with Noel Wien Library, and PSAs. Looking for more ideas!

Orientation PowerPoint (including Treasurer's Report)

In lieu of a board retreat as in prior years, Mindy and ST prepared a PowerPoint presentation, designed for all Board members, but particularly new members. The presentation included the JTEL Mission statement, brief history of the John Trigg Ester Library, locations of JTEL properties and facilities, and current assets. A brief overview of the current budget was included in the presentation showing incomes sources and expenses. Fundraisers past and present were also reviewed, including changes due to COVID. Programs reviewed included GEB and children's programs. Committees were listed and many are just one person. Involvement of more folks to

share the load would be beneficial. A review of prior Board goals and other “duties as assigned” were reviewed. A copy of the presentation is attached to these minutes.

Other Reports

Facilities

See attached Report from Gary Pohl.

Grants

See attached Report from Gary Pohl. Mel Durrett agreed to be on the Grants Committee.

IT

See attached Report from Gary Pohl.

GEB

See attached Report from Kristin Haney. GEB received an Ester Community Food Security micro grant managed by the Alaska Department of Agriculture in the amount \$3,153.60, which requires a 10% match of \$315.36 by JTEL. A motion to accept the grant was made by Mel Durrett, ST seconded, and the motion was unanimously accepted.

Halloween

JTEL was set up for trick or treaters from 5:00 to 7:00 pm and the event was a success! The fire pit and hot soup were greatly appreciated by dozens of kids and parents.

Old Business

Programs

Kathy has put together a list of potential family friendly, programs, which would commence with pinecone turkeys this coming Saturday, November 19, 2022, from 10 to noon. Other potential programs and timeframes were discussed. Kristin will make outreach to home school programs (e.g. Raven) regarding collaboration. Per Mindy, Sharon Lockwood would be willing to do one program a month.

Operating Hours

Current library hours are 4 to 7 on Tuesday and Thursday. Open hours are volunteer dependent. Mel volunteered to open the library on Mondays 4 to 7. Fixed open hours were therefore set for 4 to 7 pm Monday, Tuesday and Thursday, with special programs and events as otherwise scheduled outside of the regular open hours.

New Business

2023 Budget Numbers

It was agreed to table the review of the FY23 budget until the December meeting.

Noel Wien Festival of Trees

Mindy stated that she was not going to press participation in this, however, if anyone wanted to go by the Noel Wien Library and learn more about this event and participate, she was not opposed.

GCI Gives Grants

It was noted that the GCI grants are limited in application, for example, they cannot include capital projects. It was agreed that further review by the Grants Committee of what JTEL might apply for was required and no action was taken. Applications were due by November 15 and therefore time was limited as well.

Community Revenue Sharing Grant

It was noted that the FNSB FY23 applications will be coming up.

Giving Tuesday

Per Mindy, last year we didn't do anything for Giving Tuesday, and will not press for JTEL doing anything, as previous efforts resulted in limited donations.

Date of Next Board Meeting: Sunday, December 11th, 6:30 to 8:00 pm.

The meeting was adjourned by acclamation at approximately 8:39 pm.

Respectfully submitted,

Gary H. Pohl, Secretary