

## **JTEL Board Meeting**

**March 31, 2025**

- I. Call to order: 6:32pm. Present: ST, Sarah, Cat, virtual Devta, Darwin, Kathy
- II. Approval of agenda – Approved by unanimous consent
- III. Approval of March 3rd's BOD minutes – Approved by unanimous consent
- IV. President's comments - ST & Sarah's travel plans have changed, so they'll be here to do a spring fund raising event (if we want)
- V. Committee & Program updates
  - A. Volunteers/Facilities (insurance premium: \$2,085 vs \$1855 last year) – ST
    1. Should we decrease coverage on the gazebo to save money? We decided to maintain current coverage.
    2. Should we add cyber-security? We decided to not add cyber-security coverage.
    3. Volunteer Coordinator: Darwin volunteered
  - B. Marketing (website – color scheme, business plan, FB, newsletter)-ST & Kathy
    1. We reviewed color schemes for new web site and chose one of the Adobe color schemes for John to add to the new website
    2. Newsletter: nothing special in April
  - C. Policies/bylaws updates – ST
    1. After much discussion, we decided to reverse our decision on March 3 re: changing the mission statement wording in the Bylaws. We decided to keep the wording the same so that we don't have to get the approval of our membership in order to change mission statements in the future.
    2. ST will write up all of our proposed Bylaws changes for the next meeting so that all can see the exact wording.
  - D. Treasurer's budget & report (CD's) – Sarah – See attachment. The CD is almost done.
  - E. Seed catalog on internet – Cat is helping to get the seed catalog online. After Kristin does the botanical sorting and labeling, Cat records the data
  - F. GEB – ST - Seedy Saturday only had 3 people show up; not sure why as it was on the Ester Facebook site and seemed to be marketed ok.
  - G. Historical photos – ST has a few more photos to be added to the collection

#### H. Children's Program – Kathy

We have a small core group of kids who attend regularly and sometimes bring friends.

#### I. Collections – Darwin

1. We have 2 books by local authors (Nancy Slayton and Jennifer Lynn's grandfather). How do we place them on the shelves? Cat will look into getting ISBNs for those books. Darwin suggested having an Ester space in the Alaskana section.
2. We have a bunch of books that are past the 30-day check out window, so Darwin will begin contacting the people to get them to return the books.

#### VI. Old Business

##### A. Clausen renovation update – Kathy

Contractors want to see building plans, which we don't have, so I don't see much happening until we have architectural drawings. I will continue on my fact-finding mission, and possibly make progress with the septic system.

##### B. E Mail votes for the record – The following were voted on by the Board via email:

1. The proposal: "Shall we continue our membership in the Pick, Click Give program and pay the \$250 application fee" was approved: ST, Sarah, Cat, Kathy, Darwin and Devta.  
No response: Kristin, Cat
2. The proposal: "Should we purchase Director's and Officer's Liability coverage for the next year?" was not approved. Nays: ST, Sarah, Darwin, Kathy, Devta.  
Declined to answer: Cat and Kristin

#### VII. New Business

##### A. Spring fundraiser: Should we? Agreed by unanimous consent

1. It was agreed to go ahead with the spring fund raiser on May 3<sup>rd</sup>.
2. Devta will take the lead, with guidance from ST.
3. Cat will send out the *How To* doc she created after last year's event.
4. We agreed to call the event The Ester Library FUNdRAISER, with a flexible theme.
5. We'll have a planning meeting on 4/7, 6:30 pm.
6. Darwin will contact Doug Carroll @ Golden Eagle to reserve the date

##### B. Change of name to the business: Ester Village Library seems more appropriate, and sounds better. We'd honor the memory of John Trigg through various means. We agreed to think about this and table it for a later discussion.

C. Ester Republics - Cat's research: For \$105, Dateline will digitize 14 issues to PDF so they can be viewed online. Approved by unanimous consent to go ahead with the project. Cat agreed to take one of the bound copies and get a quote to digitize that one, too.

D. We signed thank you cards for:

Rob Borland, Ursa Major Distillery, \$255 donation to GEB

Jennifer Lynn for a chapter from her grandfather's book

Sine & Kayt for 2 childrens' books

VIII. Adjournment at 8:32 pm.

**Addendum (Treasurer's Report):**

	<u>Oct 1, '24 - Mar 29, 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>3/3-3/29</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Non-Cash donations</b>	0.00	0.00	0.00	0.0%	
<b>Direct Public Support</b>					
<b>GEB Donations and Sales</b>	0.00	5,800.00	-5,800.00	0.0%	
<b>Individ, Business Contributions</b>	1,620.97	2,000.00	-379.03	81.05%	
<b>Li-Berry Music Festival</b>	10.00	3,500.00	-3,490.00	0.29%	
<b>SuperHeroes Fundraiser</b>	0.00	5,500.00	-5,500.00	0.0%	
<b>Direct Public Support - Other</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Total Direct Public Support</b>	1,630.97	16,800.00	-15,169.03	9.71%	
<b>Grants, other</b>	5,397.00	5,397.00	0.00	100.0%	
<b>Government Grants</b>	5,263.00	5,263.00	0.00	100.0%	
<b>Interest Income</b>	0.00	100.00	-100.00	0.0%	
<b>Membership Dues</b>	185.00	1,050.00	-865.00	17.62%	35.00
<b>Other Types of Income</b>					
<b>Cash Back Rewards</b>	114.28	150.00	-35.72	76.19%	
<b>Merchandise Sales</b>	15.00	0.00	15.00	100.0%	
<b>Miscellaneous Revenue</b>	0.00	50.00	-50.00	0.0%	
<b>Other Types of Income - Other</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Total Other Types of Income</b>	129.28	200.00	-70.72	64.64%	
<b>Special Events</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Total Income</b>	12,605.25	28,810.00	-16,204.75	43.75%	35.00
<b>Expense</b>					
<b>Contract Services</b>					
<b>Legal Fees</b>	0.00	0.00	0.00	0.0%	
<b>Accounting Fees</b>	385.00	785.00	-400.00	49.05%	
<b>Contract Services - Other</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	

<b>Total Contract Services</b>	385.00	785.00	-400.00	49.05%	
<b>Facilities</b>					
<b>Clausen Renovation</b>	5,296.63	5,297.00	-0.37	99.99%	
<b>Depreciation Expense</b>	0.00	0.00	0.00	0.0%	
<b>Maintenance</b>	15.49	1,000.00	-984.51	1.55%	
<b>Passive House Construction</b>	0.00	0.00	0.00	0.0%	
<b>Property Insurance</b>	0.00	3,000.00	-3,000.00	0.0%	
<b>Rent</b>	0.00	0.00	0.00	0.0%	
<b>Taxes</b>	238.22	500.00	-261.78	47.64%	
<b>Facilities - Other</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Total Facilities</b>	5,550.34	9,797.00	-4,246.66	56.65%	
<b>Operations</b>					
<b>Marketing</b>	0.00	144.00	-144.00	0.0%	
<b>Fundraising Expenses</b>					
<b>Throwdown Cookbook Expenses</b>	0.00	0.00	0.00	0.0%	
<b>SuperHeroes Expenses</b>	0.00	400.00	-400.00	0.0%	
<b>Li-Berry Festival Expenses</b>	50.00	500.00	-450.00	10.0%	
<b>Fundraising Expenses - Other</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Total Fundraising Expenses</b>	50.00	900.00	-850.00	5.56%	
<b>Programming expenses</b>					
<b>Children's Program Expenses</b>	57.00	200.00	-143.00	28.5%	57.00
<b>GEB Expenses</b>					
<b>Microgrant Expenses</b>	0.00	0.00	0.00	0.0%	
<b>GEB Expenses - Other</b>	<u>888.86</u>	<u>1,500.00</u>	<u>-611.14</u>	<u>59.26%</u>	<u>412.86</u>
<b>Total GEB Expenses</b>	888.86	1,500.00	-611.14	59.26%	412.86
<b>Programming expenses - Other</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Total Programming expenses</b>	945.86	1,700.00	-754.14	55.64%	469.86
<b>Administrative fees</b>	244.00	450.00	-206.00	54.22%	20.00
<b>Bank and Credit Card fees</b>	2.34	200.00	-197.66	1.17%	
<b>State and Borough Fees</b>	300.00	300.00	0.00	100.0%	250.00
<b>Books, Professional memberships</b>	144.00	250.00	-106.00	57.6%	
<b>Office Equipment</b>	0.00	40.00	-40.00	0.0%	
<b>Postage</b>	0.00	100.00	-100.00	0.0%	
<b>Printing and Copying</b>	0.00	100.00	-100.00	0.0%	
<b>Supplies</b>					
<b>Canteen Items</b>	57.41	200.00	-142.59	28.71%	
<b>Supplies - Other</b>	<u>90.39</u>	<u>400.00</u>	<u>-309.61</u>	<u>22.6%</u>	
<b>Total Supplies</b>	147.80	600.00	-452.20	24.63%	
<b>Utilities</b>					
<b>Electricity</b>	354.37	600.00	-245.63	59.06%	165.37
<b>Heating Oil</b>	672.66	2,000.00	-1,327.34	33.63%	162.77

Telephone, Telecommunications	977.49	2,200.00	-1,222.51	44.43%	162.95
Web fees	293.87	500.00	-206.13	58.77%	
Utilities - Other	0.00	0.00	0.00	0.0%	
<b>Total Utilities</b>	<b>2,298.39</b>	<b>5,300.00</b>	<b>-3,001.61</b>	<b>43.37%</b>	<b>491.09</b>
Operations - Other	0.00	0.00	0.00	0.0%	
<b>Total Operations</b>	<b>4,132.39</b>	<b>10,084.00</b>	<b>-5,951.61</b>	<b>40.98%</b>	<b>1230.95</b>
Other Types of Expenses	0.00	0.00	0.00	0.0%	
Payroll Expenses	0.00	0.00	0.00	0.0%	
Training	0.00	0.00	0.00	0.0%	
<b>Total Expense</b>	<b>10,067.73</b>	<b>20,666.00</b>	<b>-10,598.27</b>	<b>48.72%</b>	
<b>Net Ordinary Income</b>	<b>2,537.52</b>	<b>8,144.00</b>	<b>-5,606.48</b>	<b>31.16%</b>	<b>-1195.95</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
In Kind	0.00	0.00	0.00	0.0%	
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
<b>Net Income</b>	<b>2,537.52</b>	<b>8,144.00</b>	<b>-5,606.48</b>	<b>31.16%</b>	<b>-1195.95</b>

Account Balances	
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Passive House	14607.40
Main Savings	55,272.85
Main Checking	2,790.91
E-checking	35.68
Credit Card	-1,420.62