

## JTEL Board Meeting

June 2, 2025

- I. Call to order: 6:30 pm  
Present: ST, Sarah, Kristin, Kathy, Cat, Devta, Darwin
- II. Approval of agenda: Approved by unanimous consent
- III. Approval of May's BOD minutes: Approved by unanimous consent
- IV. Committee & Program updates
  - A. Facilities – ST
    1. Housekeeping – keep the library tidy, vacuum often, etc
    2. Floor protection – Devta has a buffer to loan for waxing
    3. Halil has been volunteered to continue working on wiring and lighting in the white house. By unanimous consent, the Board pre-approved up to \$300 for the cost of materials
  - B. Marketing – website and newsletter - ST
    1. Cat created a “how to” playbook for marketing events. ST will create a binder in the office for future events
    2. ST will get with Kristin to train her on website
  - C. Treasurer's budget & report – Sarah
    1. Reimbursement for expenses – there is a form to be submitted, with receipts, for anyone who wants reimbursement
    2. Please cash outstanding checks promptly
    3. Kristin will continue to keep the books for GEB, not the Treasurer
    4. Membership forms - make sure all info on the upper right corner is included: Family or individual membership, cash or check, date and initials of person receiving new and updated membership forms
    5. Petty cash – the treasurer will try to keep smaller bills in the cash drawer. If anyone makes change and replaces the smaller bills with larger ones, please let the treasurer know so that they can get small bills
  - D. Seed catalog on internet – Kristin & Cat
    1. Cat is cataloging in Kristin's GEB spreadsheet, is about ½ completed
  - E. GEB – Kristin
    1. GEB plant sale did good, and had fewer plants left over. Left over plants go into baskets & raised beds.
    2. The new raised beds have low tunnel covers and are being planted
    3. Local businesses preordered baskets and starter plants from GEB

4. There was a check from Ursa Major's plant purchase from last year that was just received but couldn't be cashed due to the check being very out-of-date. Kristin will contact them and get a new check.
- F. Historical photos – Kathy & Devta – Devta has contacted a couple of people to start writing the history of Ester
- G. Children's Program – Kathy
1. Memorial Day spring cleaning – Craft kids were invited to help clean, but only Darwin showed. We dusted high & low, rolled up the carpets, mopped, etc.
  2. Kids arts & crafts will continue through the summer
  3. The music group is now only meeting on Tues, not Tues & Fri.
- H. Collections & Volunteers – Darwin – Gazebo upkeep – Darwin & volunteers will keep it tidy
- V. Old Business
- A. Spring fundraiser – recap – we discussed the good and what-could-be-better aspects of the fundraiser.
- B. Name change to Ester Village Library
1. Cat contacted Deirdre and got more John Trigg/library history. Deirdre mentioned a group of people that donated \$5000 to assist with naming the library after John Trigg, but there was no mandate that it must continue. Deirdre did not have any issues with re-naming
  2. Kathy spoke with Mindy – name change has been discussed before, and she had no issues
  3. ST tried to contact John Trigg's family, no luck so far. She will send a letter to John's son, and has done due diligence in notifying the family of the name change.
  4. ST will start official paperwork for name change
- C. ADA outhouse - We raised over \$5000 at last spring's fundraiser specifically for this and haven't done anything yet. We need to do something this summer.
1. Darwin will contact port-a-potty business to get quotes
  2. ST will contact the Carpenter's Union to see if they can build it
  3. Cat will contact Gary for the plans
  4. Devta will contact the local Boy Scouts for eager Eagle Scouts looking for a project

VI. New Business

A. Summer hours -

1. Kristin has moved from Thurs to Wed evening (5-7PM), but will not be here 6/11; thus the Library will not open that date
2. Kathy will do the Saturday shift on book club days, 6/7, 14 & 28
3. Darwin will do Sat 6/21
4. Summer Hours:  
Mondays: 3-6pm  
Tuesdays: 3-7pm  
Wednesdays: 5-7pm  
Thursdays: closed  
Fridays: closed  
Saturdays: 1-4pm  
Sundays: 4-6pm

B. EATS Act request – ST received a request from an Alaska group asking if Ester Village Library would like to add our signature to letters to our congress persons opposing the EATS Act (a bill backed by large scale animal farmers that would prohibit states and localities from setting standards on food safety and river and streams standards). Cat was opposed to adding our name to these letters as she felt that the library should remain neutral on political actions. Board members (individually) are encouraged to speak out on subjects that they feel important to them, but as a Board, we need to remain impartial. No one really spoke in favor of the letter, so it was not approved.

C. James Menaker, the Borough’s admin for the Community Assistance Program (CAP) grants, came for a site visit. He says he didn’t think future CAP funds would have a Diversity, Equality, Inclusion (DEI) requirement, as Borough money is passed down from the Federal Government. He did say that he thought future funding will be reduced

D. Movie nights – Sine wanted us to consider this as a good community project. We’ll have to look into movie rights and other logistics, however

E. Sauna

1. Kathy and Mindy have been clearing out the sauna so that it can be torn down
2. Darwin can probably demolish it with help from friends, but we’ll probably need a trailer to get rid of the debris

VI. Adjournment: 8:28 pm

	Oct 1, '24 - Jun 2, 25	Budget	\$ Over Budget	% of Budget	May
<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>	3,072.00	5,800.00	-2,728.00	52.97%	\$3,062.00
<b>Individ, Business Contributions</b>	1,669.29	2,000.00	-330.71	83.47%	\$ 37.32
<b>Li-Berry Music Festival</b>	10.00	3,500.00	-3,490.00	0.29%	
<b>SuperHeroes Fundraiser</b>	4,820.25	5,500.00	-679.75	87.64%	\$4,570.25
<b>Direct Public Support - Other</b>	0.00	0.00	0.00	0.0%	
<b>Total Direct Public Support</b>	9,571.54	#####	-7,228.46	56.97%	\$7,669.57
<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>	335.00	1,050.00	-715.00	31.91%	\$ 125.00
<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>	0.00	0.00	0.00	0.0%	
<b>Total Other Types of Income</b>	129.28	200.00	-70.72	64.64%	
<b>Special Events</b>	0.00	0.00	0.00	0.0%	
<b>Total Income</b>	20,695.82	#####	-8,114.18	71.84%	\$7,794.57
<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>	0.00	0.00	0.00	0.0%	
<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>	2,085.00	3,000.00	-915.00	69.5%	
<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>	0.00	0.00	0.00	0.0%	
<b>Total Facilities</b>	7,635.34	9,797.00	-2,161.66	77.94%	
<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>	734.67	400.00	334.67	183.67%	\$ 549.69

Li-Berry Festival Expenses	50.00	500.00	-450.00	10.0%	
Fundraising Expenses - Other	0.00	0.00	0.00	0.0%	
<b>Total Fundraising Expenses</b>	<b>784.67</b>	<b>900.00</b>	<b>-115.33</b>	<b>87.19%</b>	<b>\$ 549.69</b>
<b>Programming expenses</b>					
Children's Program Expenses	57.00	200.00	-143.00	28.5%	
<b>GEB Expenses</b>					
Microgrant Expenses	0.00	0.00	0.00	0.0%	
GEB Expenses - Other	1,491.51	1,500.00	-8.49	99.43%	\$ 452.78
<b>Total GEB Expenses</b>	<b>1,491.51</b>	<b>1,500.00</b>	<b>-8.49</b>	<b>99.43%</b>	<b>\$ 452.78</b>
Programming expenses - Other	0.00	0.00	0.00	0.0%	
<b>Total Programming expenses</b>	<b>1,548.51</b>	<b>1,700.00</b>	<b>-151.49</b>	<b>91.09%</b>	<b>\$ 354.00</b>
Administrative fees	747.00	450.00	297.00	166.0%	
Bank and Credit Card fees	2.34	200.00	-197.66	1.17%	
State and Borough Fees	325.00	300.00	25.00	108.33%	
Books, Professional memberships	165.62	250.00	-84.38	66.25%	
Office Equipment	0.00	40.00	-40.00	0.0%	
Postage	0.00	100.00	-100.00	0.0%	
Printing and Copying	32.85	100.00	-67.15	32.85%	
<b>Supplies</b>					
Canteen Items	57.41	200.00	-142.59	28.71%	
Supplies - Other	90.39	400.00	-309.61	22.6%	
<b>Total Supplies</b>	<b>147.80</b>	<b>600.00</b>	<b>-452.20</b>	<b>24.63%</b>	
<b>Utilities</b>					
Electricity	477.37	600.00	-122.63	79.56%	\$ 61.00
Heating Oil	672.66	2,000.00	-1,327.34	33.63%	
Telephone, Telecommunications	1,303.41	2,200.00	-896.59	59.25%	\$ 162.97
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>2,747.31</b>	<b>5,300.00</b>	<b>-2,552.69</b>	<b>51.84%</b>	<b>\$ 223.97</b>
Operations - Other	0.00	0.00	0.00	0.0%	
<b>Total Operations</b>	<b>6,501.10</b>	<b>#####</b>	<b>-3,582.90</b>	<b>64.47%</b>	<b>\$1,580.44</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>14,521.44</b>	<b>#####</b>	<b>-6,144.56</b>	<b>70.27%</b>	<b>\$1,580.44</b>
<b>Net Ordinary Income</b>	<b>6,174.38</b>	<b>8,144.00</b>	<b>-1,969.62</b>	<b>75.82%</b>	<b>\$6,214.13</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>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Net Other Income</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	
<b>Net Income</b>	<u><u>6,174.38</u></u>	<u><u>8,144.00</u></u>	<u><u>-1,969.62</u></u>	<u><u>75.82%</u></u>	<u><u>\$6,214.13</u></u>

**Bank Account Balances**

<b>New Building Savings</b>	<b>611.00</b>
<b>Main Savings</b>	<b>51,787.23</b>
<b>Main Checking</b>	<b>9,998.22</b>
<b>E-Checking</b>	<b>2.00</b>
<b>Capital One Credit Card</b>	<b>-1,788.07</b>