

JOHN TRIGG ESTER LIBRARY
Board of Directors Meeting Minutes
April 21, 2024

Call to Order

The meeting was called to order by President Mindy Gallagher at 6:05 pm in the Clausen Cabin.

Board Members Present

Mindy Gallagher, Kathy Nava, Kristin Haney, Sarah Albers, Cat Stephenson, Syrilyn Tong, and Gary Pohl. This constituted a quorum and 100% attendance by the Board.

Approval of Agenda

Approved by acclamation.

Approval of Minutes of March 20, 2024 Board Meeting

Approved by acclamation.

President’s Combined Report

Mindy stated that 36 books had been catalogued in the last month. She also indicated that “James Monroe” who had called and had wanted to film the library, has not called back. Apparently, that’s not his real name, but a name used by the group from Texas that is looking at libraries nationwide. Scheduling is a concern to avoid conflicts. Writer’s Circle should be rescheduled from 4:00 to 7:00 pm on Sundays. Also, Tia had reserved the library and was walked in on by a Board member. Notice should be given to Board members and Nancy in the future to avoid this situation.

Other Reports

Financial: ST presented the financial sheets. We did well with the Superheroes Jazz Night Out, exceeding the budgeted goal of \$4,000 income. Through April 19th JTEL had a net income of \$3,925.72. There is an outstanding Amazon bill, and ST is looking at it and will get back to the Board with her findings. ST reminded everyone that non-Officer Board members can only spend \$25, and \$50 for Officers without Board approval. Kristin completed and submitted the GEB USDA Mini-Grant final accounting document on March 31, and final grant close out is pending USDA approval.

Current Balances:

New Building:	\$14,592.64
Main savings:	\$45,723.81
Main Checking:	\$2,247.18
E-Checking:	\$2.00
Credit Card:	-\$1,134.18 debit

Facilities: Gary indicated that he still needs to go into the basement (likely a confined space) through the trap door below the office to tape up an electrical connection and clean out a bunch of debris while down there. The low hanging communications cables have been raised. GCI raised and secured the phone/internet cable, and informed Gary that the other cable was an ACS cable, which they could not work on. Gary confirmed that the ACS cable and gray box were defunct and that he will remove them. A yard clean up party will be needed when it is dry enough, and assembly of the compost bins is needed.

Grants: Gary deferred discussion of the FY24 grant applications until later in the agenda under Old Business.

GEB: Kristin indicated that the JTEL plant sale will be held on Saturday, May 25 from noon to 4:00 pm at the Clausen Cabin. Plants have been started at the UAF Greenhouse, a mixture of herbs, vegetables, and flowers. Kristin has finals next week and will devote more attention after this. No definitive plans have yet been made for planting the new raised beds at the new Library site on Village Road, but she has been talking to folks. "Seedy Saturday" went well, and six new members joined JTEL. Junior Gardeners will start next month. Susan Wilsrud from Calypso offered planting space and more collaboration.

Children/Family Programs: Kathy indicated that this is pretty much the same. She is offering activities on Monday during her shift, and the word needs to spread as to what these activities are each week in advance. The Easter Egg Hunt and craft activity was well attended at Clausen, with 30-35 people in attendance.

Newsletter: Kathy indicated that May will be "gardeners" month and appropriate books will be put on display. The June book will be TBD.

Old Business

Programs and Operating Hours: Absences must be dealt with over the next month. Gary needs someone to sub for him on Wednesday, May 1st. Kristin will be out April 25 and May 2, and needs someone to sub for her. Mindy will be out May 19 through May 30. ST and Sarah will be gone May 22 through June 12.

Grants Writing: Needs and Progress: Gary indicated that after the *Congressionally Directed Spending* application was uploaded to Senator Murkowski's office via webform, work was commencing on the grant application due on April 12 for the Denali Commission. After discussion via email between ST and Janet Davis of the Denali Commission, it was agreed by the Grants Committee and our grants consultant, Thelma Gower, not to pursue the Denali Commission application this year due to the highly competitive nature of these grants and JTEL's lack of financial backing. Meanwhile, the Rasmuson Foundation grant program is on hold for now. A grant request for an air-to-air heat exchanger in Clausen is possible and would require getting quotes from three vendors.

Superheroes Jazz Night Out: Wrap Up: The event was held on schedule with “Badger Street Jazz” and the “Westside Jazz Sextet” performing music, and a silent auction was held. The net proceeds exceeded the budgetary targets. Discussion of how folks liked April versus May. April was popular but Cat mentioned that being a doorman at the outside was cold! Do we want to do a “jazz” format again next year? The “Superheroes” main (Parks Highway) banner got heavily damaged in a windstorm and if a new format is used, it doesn’t need to be replaced. In either case, it would need to be better supported.

New Business

Insurance Questions: “Loss of Use” provisions; Directors’ Liability coverage: Still waiting on quotes and more information from Hale & Associates. Tabled for new except that the Board agreed that ST can pay for the General Liability policy.

Membership paperwork/librarian handbook: ST asked that persons registering new members get more complete information, including names, contact information, type of membership, how much was paid, etc. Mindy asked that we put together a *handbook* for volunteers working at the library. A new handbook will be put together for review. Mindy is taking the lead on this and will appreciate input and suggestions from other board members.

Handicapped Out House Plans: Gary presented a spreadsheet with six different options, four outdoor options and two indoor options. Discussion included a building addition and selling the cookstove. More investigation is needed as to where to put a HCP restroom and what type of system would be used.

It was agreed that the date of the next Board Meeting would be Wednesday, May 15, at 6:00 pm at the Clausen Cabin.

The meeting was adjourned by acclamation at approximately 7:56 pm.

Respectfully submitted,

Recorded by Gary H. Pohl, Secretary