

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

Call to Order

The meeting was called to order by President Mindy Gallagher at precisely 6:00 pm in the Clausen Cabin.

Board Members Present

Mindy Gallagher, Kristin Haney, Kathy Nava, Cat Stephenson, Gary Pohl. This constituted a quorum.

Excused: Syrielyn Tong, Sarah Albers

Approval of Agenda

Approved by acclamation.

Approval of Minutes of January 17, 2024 Board Meeting

Approved by acclamation.

President's Combined Report

Mindy indicated that not as many books were catalogued this last month as previously. Travel plans of Board members and volunteers has led to some juggling of persons staffing the library.

Other Reports

Financial: ST was excused and therefore not able to present the financials. The P & L statement was handed out with balances shown through February 11, 2024. Also, a balance sheet for GEB's USDA Microgrant was handed out and showed a balance also through February 11, 2024, of which the amount of \$524.91 was remaining to be spent. Kristin indicated that the grant has some limitations on what can be spent for what. Current account balances were not available and therefore not reviewed.

Facilities: Gary indicated that power has been extended to the White Building, thanks to the efforts of Halil Iscanoglu, who spared no effort in making it happen. The entire effort did not cost JTEL a penny. The power was extended to the building by locating the old underground cables from the Clausen Cabin to the White Building and splicing them to a new cord that is like an extension cord as it plugs into a wall outlet in the Clausen office. This extended circuit provides power to the front porch light (wall switch), the front room light (pull string), and one wall outlet in the front room. The back-room light was checked and remains inoperable. There may be other outlets available, however they are blocked by stored materials. On a new subject, Mindy asked if we wanted to buy a new vacuum cleaner that worked, especially for pet hair. Gary recommended a Shark like he has. All agreed that up to \$200 would be a good

investment. Kathy found one online for \$169 (refurbished) at Amazon. The three vacuum cleaners that have been donated do not work well. All agreed to use the JTEL credit card to purchase it and Kathy will follow up with this.

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

GEB: Kristin is getting ready for *Seedy Saturday* and is working to spread the word as the date is February 24th. She attended the Soil and Water Conservation Service's *Seed Swap* a couple of weeks ago. Twenty-two people attended, and she made some contacts for potentially volunteering at GEB. She also discussed a community composting program with "Liz" of the Soil and Water Conservation Service about potential teaming up with GEB. The Alaska Botanical Garden conference is March 23 and 24, and they have a non-profit fee for tables of \$75, but that doesn't include tickets. It is held in Anchorage. First annual "Homestead Expo" in Big Lake on April 27 and 28, a "how to DIY" type of event that is all Alaskan, including all speakers, that perhaps someone from GEB could attend. There are fees for exhibitors and tickets. Perhaps the Microgrant balance could be used, Kristin is to research this. She also indicated that all of the sprouting garlic has been moved to the University, and she now has changed the setting on the refrigerator at Clausen to store seeds.

Children/Family Programs: Kathy will do an "art journal" on Mondays in March at Clausen. Mindy asked for information about the program to post on Facebook.

Newsletter: Kathy indicated that the March library theme will be "Women's History Month." She will come up with a suggested reading list from the books on hand in Clausen. Are there events happening in March? *Easter Egg Hunt* on March 31st.

Old Business

Programs and Operating Hours: Mindy indicated that no hours or times have changed, but she will be gone February 26 through March 6. She will need a volunteer to cover for her, and Kathy indicated that she could cover. Tia will staff the library on Saturday the 24th for the sixth in a row.

Grants Writing: Needs and Progress: Gary indicated that progress continues in the development of the grant application packages, with the Rasmuson Foundation, Denali Commission and Senator Murkowski's office specifically targeted. A roadblock was encountered when it was noted that JTEL needed a "UEI" number (Unique Entity Identification) from the Federal government. Upon applying for this number, he was informed that JTEL already had one, which had been inactive since April of 2013. Queries to Monique Musick and Deirdre Helfferich were made, but neither was aware of the UEI. Attempts to renew our UEI by sending a notarized letter in a specific format were also rejected by the Federal Service Desk (FSD). Gary talked to three separate people at the FSD and finally got to a Tier 1 person who reviewed the letter with him. A new letter was hence prepared for signature by Mindy, who would get it notarized and we would try again.

Good news is that letters of support have been requested from the following, with the following status:

- UAF AFES: Letter in hand.
- NREL/CCHRC: Letter in hand.
- Ester VFD: Letter in hand.
- Noel Wien Library: We requested a letter from the library system, and it moved up the line and we now have in hand a letter from Borough Mayor Bryce Ward.
- ECA: Letter in hand.
- Greater Fairbanks Chamber of Commerce: Gary made a presentation (shown on his laptop) to the Chamber of Commerce *Workforce Development and Education Committee*. The Chamber has approved our request for a letter of support, and it should be in hand shortly.
- Sen. Scott Kawasaki: Has promised a letter.

Gary would like to get the grant applications out as soon as all the ducks are in a row. On the advice of our grant writing consultant, Thelma Gower, we will ask for 50 percent of the amount needed (\$1.8 million) from both the Rasmuson Foundation and the Denali Commission, in the hopes that they will each match each other. Senator Murkowski's office can only fund the full amount through the *Congressionally Directed Spending* program, which is the amount that we will apply for.

Website Updates: ST has completed some additional revisions based on comments she received at the January Board meeting.

Goal Setting: Mindy ran out of ink but will have a "goal setting" poster placed onto the cabinet at Clausen where it usually is.

New Business

Superheroes Night Out – April 13: Mindy has cleared the date with Hillary at the Golden Eagle. Who is going to line up bands? Who is going to get silent auction items and from where? Probably don't need as many as last year. We have many "Manga" comics that could be auctioned. Do we want to assign different areas for the Board members to go solicit auction items? What are we raising money for? A new ADA outhouse?

ADA Outhouse Grant Possibility: Sine Anahita has mentioned that there are grants for accessibility and is willing to take a lead on applying. Gary volunteered to do an estimate for the grant.

It was agreed that the date of the next Board Meeting would be Wednesday, March 20, at 6:00 pm at the Clausen Cabin. Kristin will need to be excused from that date.

Other: Cat asked about the number of people who are visiting the Library. Mindy pointed out the circled numbers on the volunteer shift log that shows the number of visitors, which need to be summarized and then can be averaged and analyzed to show trends.

The meeting was adjourned by acclamation at approximately 7:40 pm.

Respectfully submitted,

Recorded by Gary H. Pohl, Secretary