

JOHN TRIGG ESTER LIBRARY
Board of Directors Meeting Minutes
June 19, 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, Sarah Albers, Cat Stephenson, Syrilyn Tong, and Gary Pohl. This constituted a quorum. Kristin Haney was not present.

Approval of Agenda

Kathy asked to add "JTEL T-Shirts" to New Business. Approved by acclamation.

Approval of Minutes of May 15, 2024, Board Meeting

Approved by acclamation.

President's Combined Report

Mindy stated that 19 books were added in May to the online catalog. She and Kathy have been going through old books in the White House with the goal of reducing the number of books in storage. Draft *Volunteer Handbook* was placed in the volunteer notebook/sign-up folder. No comments on the draft yet. Gary, Kathy should look at the draft. Cat looked at it and commented on the heater instructions. An Eagle Scout's mom came through looking for a project for him.

Other Reports

Financial: ST presented the financial sheets.

Current Balances through June 17:

PH Savings:	\$14,592.64
Main savings:	\$44,723.81
Main Checking:	\$6,073.20
E-Checking:	\$2.00
Credit Card:	-\$328.03 debit

Facilities: Gary indicated that he still has several items on his agenda including the basement wiring and cleanout, construction of the compost bin doors, cleaning the gutters on Clausen, and an inspection/report on the White and Brown Buildings. The lawn was mowed today.

Grants: Gary indicated that he had heard from Senator Murkowski's office and that our grant application has made it through to the next round, however, there are still many hurdles to

overcome. Meanwhile, we are still waiting for the Rasmuson Foundation to open their process for grant applications later this summer. ST will follow up with contacting them in the interim.

GEB: Kristin was not present, but there was discussion of the many remaining plants at the Clausen Cabin and all agreed that they should be available to anyone who wants them as they are outgrowing their pots. Kathy has been watering them. Post Board Meeting Addition: Kristin had traveled to Delta for work and arrived home too late to attend the Board meeting. She said 4 t-shirts sold at the plant sale. GEB bought 20 shirts at \$2 each. They were tie-dyed as an activity at the bar. Cost was kept minimal since she used the “make-it lab” at the University. Mindy offered to display the unsold t-shirts on the 4th of July. Kristin said she still planned to plant seedlings in the garden beds at the Village Road property.

Children/Family Programs: Kathy indicated that there is interest in doing Cyanotype which uses chemical treatment on paper that can be bleached by setting items on the paper in sunlight. They can then be touched up with watercolors. Six people came to the event on Monday the 17th activity.

Newsletter: Kathy said next month will be a “summer reading” theme at the library. The Fourth of July “decorate your bike” station at the Clausen Cabin will be done again this year. Book Club book will be “My Stroke of Insight” by Jill Taylor (brain scientist), to read in July for August discussion.

Old Business

Programs and Operating Hours: Mindy was not sure of Kristin’s status and will check with her. Gary may need some substitutes on Wednesdays, TBD.

Superheroes Jazz Night Out: Post Event Report: Cat presented a spreadsheet that had a total income that was not broken out fully. It was agreed to combine the gate, auction and donations income categories and simplify the ledger. Expenses and income ledger items were reviewed and reconciled with the net income being \$5,023.53.

Insurance Questions: ST checked with Ariana at Hale & Associates and they had sent the invoice to our physical address, so we didn’t get it. ST got it paid today so we have Directors Insurance coverage.

Handicapped Outhouse Plans: Gary has done some preliminary design based on the ECA Park HCP design, but without the vault toilet. A 500-gallon polyethylene tank (84” long x 48” wide x 30” high) is available from Greer Tank. Gary will price out the materials. Getting experienced volunteers will be important. Gary can’t do the construction work this summer, but maybe in the fall.

Volunteer Handbook and Sign-up Sheet: See President’s report which covered the Volunteer Handbook. Signup Sheet was discussed as to what information should be provided, e.g. number of visitors, demographics, what do patrons want to read, how did they find out about us? Primary purposes are to record volunteer hours (timecard function), number of patrons/visitors

(data), and comments from visitors (what they want). Can this be done on one form? Two-sided? Cat will create another draft form. ST asked: Who will read and summarize comments? And how often? Agreed to do a new form on a trial basis. Sarah said she would do a quarterly summary of the questions about how people found out about the library and the books they like.

New Business

July 4th Activities: Mindy will talk to Kristin about the parade and whether she and her kids would like to be in the parade this year. Kathy will again organize the well-attended “Decorate your Bike” for kids riding in the Ester Parade at the Clausen Cabin driveway.

Uptick in potential email threats: Gary presented two recent emails that were sent to info@esterlibrary.org that were lacking credibility and potential threats as an awareness exercise for the Board. One email stated that they have not received merchandise purchased from our website, and we do not sell anything on our website! Another email seemed to be phishing for a response and appeared to be not connected to the organization that it said it was coming from.

JTEL T-Shirts: Kathy suggested an “all purpose” t-shirt for JTEL directors and members, not related to any specific event, just the library itself.

It was agreed that the date of the next Board Meeting would be Wednesday, July 17, at 6:00 pm at the Clausen Cabin.

The meeting was adjourned by acclamation at approximately 7:47 pm.

Respectfully submitted,

Recorded by Gary H. Pohl, Secretary