

JOHN TRIGG ESTER LIBRARY  
**Board of Directors Meeting Minutes**  
May 15, 2024

**Call to Order**

The meeting was called to order by President Mindy Gallagher at 5:59 pm in the Clausen Cabin.

**Board Members Present**

Mindy Gallagher, Kathy Nava, Sarah Albers, Cat Stephenson, Syrielyn Tong, and Gary Pohl. This constituted a quorum. Kristin Haney was excused. It was noted that Sarah's email was not coming through and her address was updated.

**Approval of Agenda**

Added Insurance Questions back in as the new quote arrived today from Hale and Associations. Approved by acclamation.

**Approval of Minutes of April 21, 2024, Board Meeting**

Approved by acclamation.

**President's Combined Report**

Mindy stated that 25 books were added to the online catalog, most from Gary Graves recent donations, however this was only about half his donation due to duplication and condition of the books. Mindy also worked on post event items for the *Superheroes Jazz Night Out* fundraiser, and the Volunteer's Handbook. She will await comments from the other Board members and Nancy Slayton.

**Other Reports**

Financial: ST presented the financial sheets. The question was raised as to whether the financials reflect the numbers from the *Superheroes Jazz Night* event. ST thought her numbers were correct.

Current Balances through May 13:

New Building:	\$14,592.64
Main savings:	\$45,723.81
Main Checking:	\$2,214.97
E-Checking:	\$2.00
Credit Card:	-\$2,271.45 debit

Facilities: Gary again 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 yard was cleaned up on Saturday, May 11 and a large

pile of compost was generated. Compost bins were constructed on Friday and Saturday, May 10 and 11 on the previously prepared gravel pad. Doors and lids were not constructed, but the compost bins are functional. Now that the weather is warming up, Gary will be taking a detailed look at the White Building and the Brown Building. ST commented that the snow blower should be looked at and worked on while it is warm.

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

GEB: Kristin was excused. Mindy noted the plant sale is on the agenda under New Business.

Children/Family Programs: Kathy indicated that there was little activity on her Monday shifts, and no other events are scheduled for family and children's programs. She also stated that the music group that has used the Cabin on Sunday mornings, now wants to change the time to Friday mornings. Tima Priess is their coordinator.

Newsletter: Kathy asked if there were any events or items for the June newsletter. June is Pride Month.

## **Old Business**

Programs and Operating Hours: The local Music group will be changing from Sunday to Friday mornings. Mindy stated that three girls from Art Attack down the street want to do a little lemonade shop potentially at Clausen. The Board approved them using our location. Mindy will be out of town May 19 to May 30, back on the 31<sup>st</sup>. ST and Sarah leaving May 22 through June 12.

Grants Writing: Needs and Progress: Gary indicated that he responded to an email from Grace Kubitz from Senator Murkowski's office which requested a more detailed breakdown of costs. He talked to her directly and then was able to send both detailed cost estimates as well as the PowerPoint presentation that we were unable to send earlier due to upload size limitations. It was a positive conversation, and we'll have to wait and see where it goes from here. Meanwhile, we are still waiting for the Rasmuson Foundation to open their process for grant applications later this summer. Discussion also was raised about becoming a member of the Foraker Group or getting the list of funding agencies available for \$250.

Superheroes Jazz Night Out: Post Event Report: A "draft" *Post Event Report* was prepared by Cat and Kathy and was presented to the Board. Gary gave a mark-up with his comments to Cat. Line items were also reviewed for quantities and costs and comparison to ST's accounting numbers. Mindy stated that she wanted to get the costs for posters and banners paid for by Sine Anahita for future reference. Cat suggested that there be a different "theme" identified each year, rather than keeping the old themes. Mindy stated that it was a bit overwhelming to get so many silent auction items right up to the last minute. Suggestions included adding a cutoff date or some other types of limits for donations, especially individuals.

Insurance Questions: This was “tabled” at the last meeting pending response from Hale & Associates regarding supplemental coverage to protect the Board members with Directors Liability insurance. However, the quotes had arrived, and discussion of the quotes was undertaken. \$1,011 per year was quoted to provide coverage for 1) governance decisions, 2) fiduciary and 3) employee (volunteer) issues. It protects the personal assets of Board members and officers. The quote is good for 30 days. The question was then raised as to whether to get the insurance and it was agreed by acclamation to purchase the Directors Liability. ST will proceed to pay for it.

Handicapped Outhouse Plans: Mindy met with Scott Swingle who suggested that an outhouse using an above ground tank could be constructed at southeast corner of the back porch, so that entry into the outhouse would be from the deck level. A rough cost of \$5,000 to \$6,000 would be needed, and annual pumping before freeze-up in the fall would be needed. The Board wanted to generally proceed with this idea, but it will require that Gary draw it up and that volunteers with suitable skills be lined up to do the work. Gary agreed to talk to Scott.

### **New Business**

Clean Up, Compost Bin: Yard is mostly cleaned up and looks great. Gary needs to make the doors for the bins. ST asked if the bins should be charged under GEB, and Kathy asked if Kristin wanted to oversee it. Yes, and yes were the answers.

Plant Sale, May 25: Spread the word!

Garage Sale: Kathy indicated that JTEL has two tables reserved inside the EVD Fire Station. Help will be required to schlep stuff over there, and we have plenty of stuff left over from the silent auction to sell, as well as books.

ST put boxes containing donation forms next to the Donor Tree. It also has a box for the completed forms.

It was agreed that the date of the next Board Meeting would be Wednesday, June 19, at 6:00 pm at the Clausen Cabin.

The meeting was adjourned by acclamation at approximately 7:59 pm.

Respectfully submitted,

Recorded by Gary H. Pohl, Secretary