

Minutes - ALN Board Meeting - July 10, 2017 (prepared by Tracy)

1. Called to Order at 4:06 p.m. with Julene, Karen, Steve, Robert, Patience, and Tracy present
2. No Additions or Changes to agenda
3. Approval of April 9, 2017 Minutes (Steve motioned/Robert seconded – Passed)
4. Treasurer's Report (Robert motioned/Karen seconded – Accepted)

From Steve's email to the ALN Board with the report:

"You get a bonus this time with both the June monthly report and the end of the year report since ALN's fiscal year ended as of June 30, 2017.

There is good news to share. With a last-minute flurry of revenue deposits for the ADL, JLC, and two new SLAM grants, we had \$142,226.35 in revenue for June. The month's total expenditures were significant at \$68,412.49 primarily for SLED, ADL, and OWL.

There is more good news with the end of the year report. ALN started the fiscal year with \$427,209.79 in cash. We had over 1.2 million dollars in revenues (\$1,208,692.09) and \$744,456.10 in expenses therefore increasing our cash on hand at the end of the fiscal year to \$891,445.78. Most of the cash is reserved for specific programs or grants but we do have approximately \$70,000 in unrestricted funds."

5. Director's Report Highlights:

- Aniak and Naknek went live with ADL
- Hold wait time has improved 32% since January
- Took off about three weeks in vacation time
- Will go to Juneau in August for the Alaska State Library Retreat for Library Development
- Will go to Cleveland in August for the Overdrive Digitalooza conference
- Worked to get the Sesame Street eBook database (State Education Department request/grant) set up for SLED.
- Set up SSL Certificate for ALN Website (secure https://)

6. Discussion & Ideas

A. Discussed the Nominating Committee's responsibilities. Board will begin seeking volunteers for this committee (does not need to be a board member). At the October meeting we will name the committee and give them their charge.

B. ADL Policy and Guidelines Manual was discussed. Steve suggested that the FTE student indicator be mentioned as the equivalent to the public library Legal Service Area (LSA) for academic libraries.

“We accept the ADL Policy and Guidelines Manual with the addition of the FTE/Academic Library line.” (Steve motioned/Karen seconded – Passed)

C. Discussion about the need for Liability insurance. Tracy is actually covered because he is employed by UA. The Board is not covered. In which areas could we have liability? How much would it cost? Tracy will put together a description of ALN and solicit quotes/advice from local Alaska Insurance companies. To be discussed further at October meeting.

D. Discussion about the need for 1 year audit/financial review. Some larger grants ask for some kind of financial review document. Are there any state/federal regulations about this? A real audit is not cheap. Tracy will put together a description of ALN and solicit quotes/advice from local Alaska Accounting companies.

E. Tracy discussed his Goals/Priorities for FY18:

1. Continue to expand ADL, provide PR/HELP resources, and manage operations
2. Focus on marketing and resources for the SLED databases (take the lead)
3. Document ALN policies, procedures, checklists, and timelines; scan all essential documents; prepare a laptop (with backup) for all essential ALN activities (see equipment needs)
4. Secure necessary financial reports (Review) and liability insurance
5. Continue to improve the ALN website
6. Seek out Discounts and Deals
7. Prepare for Strategic Planning

F. Equipment needs to fulfill goals/priorities were discussed.

The Board gives the director permission to spend up to \$2000 on a new laptop and scanner with document feeder (Karen motioned/Robert Seconded - Passed)

7. The Next audioconference Meeting will be Monday, October 9, 2017 4:00 p.m.

8. Adjourned at 4:56 p.m. (Steve motioned/Karen seconded – Passed)