

Friends of the Keene Public Library Executive Board Meeting November 10, 2020

The meeting was called to order at via Zoom at 7:03 pm

Present: Jill Cielinski, Kathleen Chertok, Marilyn Gemmell, Michelle Fuller, Sally Rinehart, Paul Ledell, Dave Meader, Mike Chelstowski, and Marti Fiske as well as guest Lou Anne Beauregard.

Absent: Jen English, Jan Manwaring

President's Remarks: Jill welcomed the board and our guest Lou Anne. She thanked Marti for her recent email links to several articles of interest.

Secretary's Report: The October minutes were presented via email to the board and tonight there were no corrections. *Sally Rinehart made the motion to accept the minutes as presented. Paul Ledell seconded the motion. All approved.*

Treasurer's Report: Marilyn sent the financials to the board via email for review. She notes that they cover the last two weeks of October as October's financials had included the first two weeks of the month.

She has been reimbursing receipts for program items per the budget as they are submitted and notes there is \$7700 left of the budgeted allocation for the library's programs that can be used in November and December.

Finally she reports that the City of Keene will provide the library/Gail with a credit card to use for purchases instead of Gail using her personal card and reimbursement will be made to the City's card in the future.

Kathleen Chertok made the motion to accept the Treasurers report as presented. Dave Meader seconded the motion. All approved

2021 Budget Presentation: Paul reviewed the proposed 2021 budget. Essentially the line items remained the same as the 2020 budget except for the amount allocated for museum passes. That amount was decreased from \$10,000 to \$7,000 due to the lack of museum access because of the COVID restrictions.

The figures were based on a normal year of activities to keep the budgeted amount to the library level.

Of note if there is no book sale next fall to help meet the budget we plan to draw down the revenue shortfall from our reserves.

Dave Meader made a motion to accept the 2021 budget as presented. Kathleen Chertok seconded the motion. All approved.

Next month the library will bring back and share with the board their expected allocations for the budget amounts provided.

Trustees Report: Kathleen K B was unable to attend tonight's meeting but she sent a

report that Kathleen C presented.

The Trustees met October 27: Fee for non-resident library card holders hadn't been increased for 20 years and it was decided that as of July 1, 2021 the 6 month rate will go from \$30 to \$35 and the annual rate will increase from \$50 to \$60. There are currently 55 half year card holders and 330 annual card holders.

An engineering study done to evaluate the sound levels in Cohen Hall confirmed them to be deficient. The City attorney will help determine the cause for the deficiency (architectural, sub contractual, HVAC system itself or installation related) and seek remediation.

President Alexander expressed the support of the Trustees to the Friends during these difficult times, especially in view of cancellation of usual fund raising efforts.

The piano in Heberton was recently tuned and Virginia Elkins performed a virtual concert last weekend. More information is available on the library website.

Finally, plans are underway to honor Sally Miller(via Zoom) for her 48 years of service and recent recognition from NHLTA as Trustee of the year. More information will follow when details are complete.

Director's Report: Marti reports that the City departments are getting updates regarding the local COVID status on a weekly basis. Cheshire County has now moved toward the red zone after being first in the green zone then the yellow zone.

The library staff feels that with the current procedures in place, operation can continue and with in house monitoring and regular updates from The City, new guidelines, if necessary, would be followed.

A service day for staff morale and team building is being planned for early in the new year. It will involve closing the library for the day and the offerings will be via zoom. She notes that stress for staff has been high with both the recent renovation and the pandemic situation and this will be an opportunity to help staff deal with and reduce stress. Various professionals have been tapped to present on topics such as mindfulness, team building and avoidance of burn out. She is currently looking for a person to lead the topic of racial equality.

Finally she reports that there have been four new hires for open positions so that the circulation area is now more fully staffed. There is currently one half time program position and the full time assistant director position open.

Nominating Committee: Sally reports that the committee hasn't met again but will arrange a meeting before our December board meeting. She notes that the Trustees did forward some potential candidates but the one person contacted so far as declined.

Other Business: Sally reports that the KSC/CALL professor will make a donation of \$100 and take all the Life magazine up to the year 1980. She will arrange pickup.

This is the time for the annual conflict of interest disclosure to be filled out and signed. A copy was sent via email and can be returned to the Friends % the library or scanned and returned via email to Jill.

Jill also reports that the Friends did not get chosen by the 100+ Women Who Care in the recent quarterly event. It was one of the three non profits that gave a presentations. We can try again in the next quarter.

Marti notes that the library was recently able to renegotiate with Better World Books and will now receive 20% of any sales of used books they will accept from the library. She expects it will bring in a few hundred dollars per year.

Newsletter Committee: Jill reports that she is waiting to hear back from Jen but would like to have a newsletter go out by December 15th. She has asked for articles to be submitted by December 9th the date of the next board meeting.

The Zoom meeting was adjourned at 7:51.