

Friends of the Keene Public Library
Executive Board Meeting January 9, 2019

The meeting was called to order at 7:04 pm

Present: Jill Cielinski, Kathleen Chertok, Kathleen Kennedy Burke, Jen English, Dave Meader, Jane Pitts, Sally Rinehart, Paul Ledell and Tammy Parrott

Absent: Pam Knight, Mike Chelstowski, Marilyn Gemmell, Michelle Fuller and Will Collins

President's Remarks: Jill welcomed all and did note that a number of board members were unable to attend tonight's meeting but we still had a quorum.

She passed around several cards for board members to sign thanking Jen Alexander for the lovely dinner she provided to the board; to the library staff for the lovely holiday volunteer tea; and a get well card for Nancy Vincent.

Finally, she announced that Will Collins did accept the offer to join our board. *Kathleen C made the motion to approve Will as a new board member. Jen English seconded the motion. All approved.*

Secretary's Report: Kathleen presented the minutes and reminded all that a draft version had been sent via email for prior review. *Jane Pitts moved that the minutes be accepted as presented. Jen English seconded the motion. All approved.*

Treasurer's Report: Jill for Marilyn: The Treasurers reports were emailed to the board and copies were also provided tonight .

It was reported that Gail Z was able to utilize funds in the 2018 budget that weren't used for programming due to the renovation and purchase several needed items with those 2018 funds before the year end. The items were an LCD monitor, a 3D printer cart, a 24hr charging cart that locks, and a craft/media cart.

Sally Rinehart made a motion to accept the Treasurer's reports as presented. Paul Ledell seconded the motion. All approved.

Heberton Fund: Paul reports that the month of December showed a loss of 5% on the long term account and a loss of 4% on the short term account. For the year 2018 the long term fund was down 1.61% and the short term account was down 3%. He notes the market has been very volatile and our funds overall are doing okay. He plans, per board members' request, to have our financial advisor, Allen Mendelson, give the board an annual review of our holdings.

He also notes that Allen has plans to retire in 2 years which will require the FKPL board

to decide on a replacement for Allen in the future.

Director's Report: Tammy Parrott, assistant Director of the Keene Library, is covering for Nancy V. She reports that the second contract, (the existing library work) is 82% complete. The circulation and research modular desks will be installed next week along with the carpet for the lobby and some electrical work that is needed.

Trustees Report: Kathleen K B: The Trustees met last on 12/18/2018. They discussed aspects of their finance committee's recommendations regarding the bequest from the Jane Green fund. At this time they plan to delay investing the funds received. The finance committee plans to revisit future investments options of these funds as time goes along.

They purchased two TCOIL hearing assistive devices that are portable and will be used to enhance hearing for the hearing impaired in the newly renovated library spaces.

They approved up to \$20,000 for professional painters to do the interior areas unreachable by the library maintenance team.

A strategic planning committee will be formed to begin to look at long range planning for the library.

The Trustees decided against a generous offer by a patron to accept a baby grand piano. The logistics and upkeep of accepting it were too much to take on at this time.

Finally she reports that Aaron Lipsky and The Keene Sentinel are working together with The Library to archive The Sentinel newspaper collection.

KLACC/Project Update: Jane, Jill: The Dedication Committee is now going to be meeting every two weeks on the 1st and 3rd Weds and have extended an invitation to those who might like share ideas or help to feel free to come to a meeting(s). Currently the date for the Dedication remains April 14, 2019 but a change is possible. The time frame of the event will be 2pm to 6 pm and it will be broadcast by Cheshire TV. There will be many components including a reception, performances, exhibits, tours, and maker space activities. There will also be print materials available for the public. Also mentioned is the formation of smaller groups being formed to work on some of these specifics and again, ideas and help are welcomed.

A separate date will be chosen for the Time Capsule presentation ceremony at a later date.

Jane reports that the West St sidewalks are done and that the bus access cutout has been

made. The sidewalks on the Winter St side are due to be put in shortly. Interior and finish work is happening in the annex and the elevator installation continues. It's 5 week project with 3 more weeks to go at this point. Permanent power between the buildings is expected in a week or so.

Jill notes that when the project is complete that Keene Public Library will be the largest in the State.

Book Sale Committee: Kathleen C: Book donation acceptance remains on hold. The current hope is that we will begin accepting books in March. The book sale committee will be meeting next Tuesday (1/15/19) and that meeting will include a walk through of our new space to be better able to plan a layout and make purchases to create a highly functional space for accepting donations and holding volunteer sorting/pricing days.

Due to not having a firm occupancy date, the committee recommended that the April book sale be cancelled. The board agreed with this decision. October 18-20, 2019 dates are proposed for the next sale and Tammy will check the availability of those dates on the Library calendar and get back to the committee so necessary arrangements can be made.

Newsletter Committee: Jill for Pam: Articles are needed for the February newsletter. A suggestion is to contact Paul Henkel to write an article about the new audio/visual equipment that will be available when the project is complete. He has been very involved in this aspect of the renovation. He will be contacted.

Other Business: Jill: Jill issued a printed 2018 summary of our various museum passes that shows how often in each month of the year they were used. There are 21 museums and a total of 1869 borrowings. The report doesn't include more particulars such as how many admissions a pass allows or the various details that each museum has surrounding a pass. There is \$10,000 in the 2019 budget for passes as there was in 2018. Suggestions for other museum sites can be made to the FKPL and then further study of that site and cost/benefit could be analyzed. The passes are renewed at different dates through out the year. If use of a specific pass is minimal it may not be renewed.

Jen volunteered to work on a brochure about the passes to encourage more use by the library patrons.

Jill then mentioned the annual appeal letter and it was felt that an April start on the letter with a June mailing date is the best option this year. Sally heads that process.

The meeting was adjourned at 8:28 pm

Upcoming meeting dates: 2019: 2/13, 3/13, 4/10, 5/8, 6/12, 9/11, 10/9, 11/13,
and 12/11