

Friends of the Keene Public Library Executive Board Meeting May 8, 2019

The meeting was called to order at 7:04 pm

Present: Jill Cielinski, Pam Knight, Kathleen Chertok, Marilyn Gemmell, Sally Rinehart, Jen English, Michelle Fuller, Jane Pitts, Mike Chelstowski, Will Collins, Nancy Vincent, and Kathleen Kennedy Burke

Absent: Dave Meader and Paul Ledell

President's Remarks: Jill welcomed the board to the annual meeting. She will present her annual report at the end of the business meeting tonight.

Jill next turned the meeting over to Jen English for an update on the 2019 Reading with Ribby program. This is the 16th year of a very successful reading program started by Jon Gemmell. This year's theme was "Be Kind" from a book of the same name. Fifteen schools participated which include all the Keene schools plus Wells Memorial in Harrisville. 1250 students completed the requirements. The annual student parade and presentation will be held on June 12, 2019 at the Swamp Bats game.

Secretary's Report: Kathleen C. presented the April minutes. There were no additions or corrections at this time. *Sally R made a motion to accept the minutes as presented. Michelle F seconded the motion. All approved.*

Treasurer's Report: Marilyn presented the monthly financial reports and notes that there was an extension for the 990 requested and mailed. She also notes that the 990 forms have been taken to The Rust and Co. office and it will be filed for the June 15, 2019 deadline.

Kathleen C made a motion to accept the treasurer's report as presented. Michelle F seconded the motion. All approved.

Trustees Report: Kathleen K. B. reports from that at April 23 meeting the Trustee Finance committee decided to invest \$132,000 of the monies that had been held in a cash account from the Jane Greene estate with J.P. Morgan.

They also had a presentation on the naming of new rooms based on donor amounts and that naming project work continues.

Next they reviewed a new policy being developed for use of the various meeting rooms that will be available with the expansion. There will be a new policy. It will allow more than nonprofit use.

Finally, they signed the new Library Campus Use Agreement among The City, The Trustees and The Friends.

Director's Report Nancy reports that the dedication will be held on June 23, 2019 and that the new entrance on West St. is due to open June 1.

She reports that there is the need to have a new supervisory role for meeting room use. It will be paid for by the funds generated by charges for certain meetings/events to be held in Heberton Hall. There will now be room for private events/meetings as long as they don't interfere with use by nonprofits. She notes that for big events there are insurance requirements and they are following ALA standards as they develop a meeting room policy.

She reports on the continuation of working with Andy Bohannon, The City Facilities Manager, on the drafting of an ordinance to present to The City to exclude smoking on the entire library campus.

Next she presented the Library Campus Use Agreement for Friends' signature.

Kathleen C made the motion to approve the agreement as drafted and to authorize the Friends' president to sign the agreement. Mike C seconded the motion. All approved.

Her final announcement was that she plans to retire in August of this year.

KLACC /PROJECT Update: There is a general update about occupancy certificates and it is expected that they will be in place by the middle of next week. The work on finishing up the construction punch list continues; also with hopes to be completed next week. The donated baby grand piano is going to be placed in the Temple Room. Exterior plantings are being done and hydro-seeding on the West St lawn is complete. Finally, the City and Cheshire TV continue in talks about their contract and occupancy timeline.

Book Sale Committee: Kathleen/Jane They met on May 7, and have planned a new space set up day for this week on Thursday 5/16. The bin transport process will start on Tuesday 5/28 with the bin return to the lobby during the week of 5/20. To start the library is lending us 10 tables and a number of chairs until our purchases can be made and shipped. A 48" round oak table with 2 leaves that would extend it to 72" along with 6 oak chairs have been purchased from Kathleen C. and this is now in the Friends' space to be used as needed for Friends' meetings etc.

Newsletter Committee: Pam reports that Jen E will take over the newsletter and that for orientation Jen plans to help Pam with the next newsletter due out in June.

Annual Appeal Letter: Sally and her team plan a meeting in the near future to discuss this year's letter content and plan to have it ready for mailing in June.

Other Business: Museum passes had 816 uses in the last year. There were funds

available for passes and the decision to purchase a pass for The Worcester Art Museum was approved. There were no other additions or deletions to the current list of passes the Friends provide.

Jill noted that we needed to vote on the slate of officers for the 2019-2020 year. *Jane Pitts made the motion to approve the slate of officers that were nominated and presented in the Spring newsletter. Pam Knight seconded the motion. All approved.*

Attached are copies of the President's Annual report which Jill read to the board as well as the annual reports from the committee chairs.

The meeting was adjourned at 8:40pm.

Upcoming meeting dates: 2019 : 6/12, 9/11, 10/9, 11/13, and 12/11
2020: 1/8, 2/12, 3/11, 4/8, 5/13, and 6/10.

FALL BOOK SALE: October 18-20, 2019