

Friends of the Keene Public Library
Executive Board Meeting January 8, 2020

The meeting was called to order at 7:03 pm

Present: Jill Cielinski, Kathleen Chertok, Marilyn Gemmell, Sally Rinehart, Michelle Fuller, Mike Chelstowski, Paul Ledell, Dave Meader, Kathleen Kennedy Burke and Marti Fiske

Absent: Will Collins (on leave), Gail Zachariah

President's Remarks: Jill wished all a Happy New Year and passed around 2 thank you notes, one from the Swamp Bats and the other from Nancy Vincent.

Secretary's Report: The minutes were presented and Paul noted a spelling error which was corrected. There were no other changes.

Paul L made the motion to accept the minutes with that correction. Sally R seconded the motion. All approved.

Treasurer's Report: Marilyn presented the treasurers report. She stated that it was a successful year. The Library Staff was able to use all but \$55 of their allotted budget. She clarified that any monies not used do not roll over to the next year for the Library Budget but stay in the Friends' account.

Regarding short term vs long term investment ratios: If the Friends decided to move Heberton investment dollars from the short term fund to the long term fund it could be done. However, an amount equal to the prior year's income from the Heberton Fund Annuity is maintained in the short term account.

Jill notes that Alan Stroshine from Edward Jones will be coming to present a review of the Friends accounts at the February meeting.

The Finance Committee plans to further discuss any move of funds from one account to the other and then make a recommendation to the Board at a later date.

Paul Ledell made the motion to approve the treasures report as presented. Michelle Fuller seconded the motion. All approved.

Heberton Fund: *Paul reports that the long term fund was up 18.76% in 2019 and has had an annualized return over 10 years of 8%.*

The short term fund was up by 10.05% in 2019 and an annualized return over 10 years of 7.94%.

Director's Report: Marti reports that with the Mayor and half of the City Councilors being new, the various department heads will be doing briefings with these new City Officials regarding what each department does and their respective goals. She then extended an invitation to the Friends' Board to attend the Trustees' meeting

which will be attended by the new Mayor on January 28, 5 pm. She would like a spokesperson from the Friends to provide a brief presentation about the FKPL organization and it's current goals. Jill agreed to be that spokesperson.

The operating budget for new year which starts July 1st is being worked up. The process starts based on the budget of the previous year and a case must be made for any increase of funds. She does go on to note that she is also working on a supplemental budget request for a new position. The previous position of "room supervisor" is no longer adequate as that position requires additional skill sets and needs reclassification.

The Assistant Director position will be advertised again at the end of January. The two full time equivalent positions remain open.

The HVAC problems are ongoing including temperature regulation in the various spaces and noise control with the fans. The City remains very involved with the parties involved to have these issues resolved.

The testing of a second printer system is planned for the end of the month. She suspects that the Library won't need any funds from the Friends when they choose a new printer system as it will be part of the new city budget (Library portion.)

Trustees Report: December Trustee's meeting was cancelled due to bad weather. There is no report.

Book Sale Committee: Kathleen C reports a sorting/pricing morning is being planned for Wednesday 1/22. Elevator keys are now on one of our volunteer key lariats at the circulation desk.

It's also noted by Marilyn that more volunteers are sorting/pricing on their own time line which has been very helpful in keeping up with recent donations.

Jill mentions that Peter Bonneau is working on the pallet safety issue.

Newsletter Committee: Jen states that the spring article deadline is 3/11. The spring issue will include the donor list for the 2019 calendar year.

Jen notes that she is needing articles to include in the issue.

She will include the book sale 'donation quality' article that was written after the last sale. Also in the newsletter will be the dates that the donation bin will close before the sale, Friday 4/3, and its reopening date, Monday 5/4. There will be information about the spring sale schedule.

Other Business: BYLAWS: An ad hoc by law committee was formed during our December executive session including Mike C, Paul L, and Dave M. They met on January 6 and were joined by Sally R. Tonight they presented a report of recommended changes. They provided each board member a copy of these recommendations. The recommended revisions were written beside the respective current article of the bylaws.

A copy of these presented recommendations will accompany these minutes. Each recommendation led to discussion by board members and there were no decisions made to change any of the bylaws at this time. The discussions did lead to questions which the committee will research and will bring their findings back to the board. The board did feel that further thought and discussion needs to occur before the board is ready to vote on any bylaw changes. If any changes are to be made this year, April 1st would be the deadline to comply with the current bylaw of providing notification to all members before the FKPL annual meeting which is held in May.

Jill reports that she and Kathleen C will meet with Jan Manwaring next week regarding her interest in joining the board.

Meeting was adjourned 8:58 pm