

Friends of the Keene Public Library  
Executive Board Meeting February 12, 2020

The meeting was called to order at 7:02 pm

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

**Absent:** Dave Meader and Jen English

**President's Remarks:** Jill welcomed Alan Stroshine, the Friends' financial advisor from Edward Jones, and turned the meeting over to him for an update of our investments. Alan brought and distributed a portfolio analysis of both of the Friends' Heberton accounts. His research/advisory team forecasts steady investment growth this year mirroring steady growth of the US economy.

A copy of the Friends' investment policy will be emailed to him as he had not seen it since taking over the accounts.

There has been an annualized return of 8.04% of both accounts since January 1, 2009.

He reported that the amount of cash held in the short term annuity was high and suggested that we consider investing a portion of this.

He asked if there were any major plans in the offing that would require significant withdrawals from the accounts. He was told that with the expansion completed there are not any anticipated large expenditures.

Paul L will set up a meeting with Alan to review possible recommendations for investment of a portion of the cash in the short term account and will bring those back to the finance committee to review and then their recommendations will be brought to the board for final discussion and a decision.

Alan also provided a summary of the costs paid to Edward Jones for 2019 which were \$718.69 or 0.24%.

**President's Remarks con't:** Jill notes that the Friends' received a thank you from The City for the funds we provided for the employee recognition and holiday celebration.

**Secretary's Report:** Kathleen presented the January minutes that included the corrections to the Director's report. There were no other omissions or corrections noted. *Mike Chelstowski made the motion to accept the minutes as presented. Michelle Fuller seconded the motion. All approved.*

**Treasurer's Report:** Marilyn provided copies of the financial reports to the board both by email and hard copies tonight. There were no unusual expenses or income noted. She reported receiving a letter from the NH Department of Justice asking for real addresses not PO Box numbers for two of the finance committee members listed on the annual fiscal report for the year ending 12/31/2018. The letter also asked for detailed

information related to the expenses listed totaling \$30,251. Marilyn has sent this information back and will update the board to any further action required.

*Kathleen Chertok made a motion to accept the Treasurer's report as provided. Sally Rinehart seconded the motion All approved.*

**Director's Report:** Marti reported earlier in the meeting that Colleen Swider was making a good recovery from her accidental fall three weeks ago. Her surgery went well, but she is expected to be out on leave for several more weeks. A meal train has been set up, and we are invited to sign up if interested.

Marti reports that repeat advertising for the Asst. Director position went out today. The plan is to choose candidates and to start interviewing about March 15.

She continues to work on the library budget for the City which is due February 21. It includes requests for minor equipment maintenance & replacement; a multiplex and print management software with costs recovered by public use printing fees; an upgrade of an unclassified 13 hour/week position to a 28 hour/week aide position as a meeting room supervisor (This new employee would support programs especially the ones held at night and on weekends); funds for staff training with travel.

She will be attending Public Library Assoc. conference Feb. 23- March 1.

Currently there are 4 positions empty including Colleen's leave equaling 3 FTEs. A halftime Librarian One position should be filled shortly as an offer has been extended and the background check is now underway.

**Trustee Report:** Kathleen reports that the Mayor did not attend the 1/28 meeting as planned but will be attending the February meeting.

She went on to report that the Trustees voted to provide funds needed to replace the locks on the bathrooms near the circulation desk and patrons will have to ask for a key with the hopes of cutting down on inappropriate use of those bathrooms.

On the recommendation of the finance committee the Trustees have allocated funds for new lighting over the stage in Heberton Hall and a consultant from KSC will help with choosing and placement of the appropriate LED lights.

The Trustees have approved money to buy whiskey barrels for a community garden project with Antioch that will be set up in the library courtyard in the summer.

She notes that work continues on the Maker space policy. The volunteer policy is also being examined in hopes of improving the efficiency and costs associated with vetting potential volunteers while keeping an appropriate level of background checks to ensure patron safety.

Finally, the Trustees granted that The Library will be able to close for two days because the July 4 holiday falls on Saturday this year and City Employees have Friday, 7/3, as the designated holiday.

**Book Sale Committee:** Kathleen C reports that the book donations continue but that individual volunteers have been able to keep up with the stream as far as sorting and pricing. Currently there has not been the need for a group sorting morning. Peter Bonneau has added plywood sheets to cover the pallets in the first storage room. As more boxes in the back room are moved to the sorting space he'll be able to cover those pallets as well.

The book sale committee will meet 2/18 and will include Jan Manwaring as a new member.

Peoples Bank on West St. was contacted and allows signage to be put up on their property to advertise local events. We will place a book sale sign there.

**Museum Passes:** Kathleen presented a report on the museums that the Friends' buy passes for library patrons to use. Each board member was provided a copy of the report to review. She explained that the information provided might help the board be better able to decide if a particular museum pass use warrants purchasing or if it should be dropped and a new option added.

A copy of the report showing the three recent years of pass use for each of the 22 museums is attached. It also provides the pass/coupon cost and what that pass/coupon provides for admission reduction to the pass holder.

**Newsletter Committee:** Jill (for Jen ) notes that the deadline for articles for the spring newsletter is now. Jen is currently waiting for some of the promised articles.

**Other Business:** Jill notes that February 2, was Julie Dixon's last day. She had been working on a part time basis to help wind up the end of the capital campaign details after Patti Farmer left. Jill notes that it's been customary to provide a book plate as a thank you for work provided.

She also notes that the book plate for Pam Knight is still needed and Pam had requested that it be put on the book her sister wrote. Since the library currently doesn't have a copy of that book, "A Stone Necklace" by Carla Damron, a copy will be ordered and paid for by the Friends and book plate will be provided. for it.

Marti notes that one of the library staff is able to make book plates and will make them for the books chosen for both Julie and Pam.

Jill asks if anyone might have a 2 drawer file cabinet that the Friends could have to hold more of it's files. If not one will need to be purchased as the current 4 drawer cabinet is not big enough to hold all the various files.

**Bylaw Update:** Jill notes due to the lack of meeting time left it's not possible to have a report and discussion of the bylaw changes recommended by the committee. Mike will send out an email to board members with more information regarding potential bylaw changes. Further discussion will happen at a future meeting.

**Upcoming meeting dates:** 2020 dates are 3/11;4/8; 5/13; 6/10:

