

## **Friends of the Keene Public Library Executive Board Meeting March 10, 2021**

The meeting was called to order at 7:03 p.m. via Zoon.

**Present:** Jill Cielinski, Sally Rinehart, Paul Ledell, David Meader, Mike Chelstowski, Marti Fiski, Kathleen Kennedy Burke, Lou-Anne Beauregard, Jan Manwaring, Michelle Fuller, Marilyn Gemmell

**Absent:** Jen English, Kathleen Chertok

**Guest - Jennifer Alexander, President of the Trustees of Keene Public Library:** Spoke about the importance of the relationship between the Trustees and FKPL. Suggested having a liaison from the Friends board attend Trustee meetings for information sharing.

Invited as many Friends as interested to participate in the upcoming SWOT analysis session as part of the Trustees strategic planning process, the data from which will be used to help inform the next year's strategic plan. Trustees will facilitate the SWOT analysis, with one Trustee needed for every seven Friends participating. The session will be about one-and-a-half hours. Jen will share more information with Jill to distribute to the Friends. In the fall, the Trustees will begin a 5-year strategic planning process. There will be opportunities for Friends to participate in the 5-year process when that begins.

Suggested the two groups should formalize a memorandum of understanding (MOU) to define the relationship between the two groups. A few each of Trustees and Friends could form a committee to draft an MOU. In the past, this was often accomplished through historical/institutional knowledge of Trustees or Board members, which is not consistent as members of the groups retire or move on.

**Secretary's Report:** The February 2021 minutes were emailed to all board members prior to this meeting for review that included one correction and tonight there were no corrections. *Mike Chelstowski made the motion to accept the minutes as presented. David Meader seconded the motion.*

**Treasurer's Report:** The February 2021 financial reports were emailed to all board members prior to this meeting for review. It's been a fairly quiet month financially. The first quarterly Heberton annuity check was received. The process of reimbursing the City for Gail's credit card use began with the first reimbursement occurring in February. Questions included how the Heberton annuity amount is calculated; detail of \$110 spent for adult programming; and inquiry of any decisions regarding museum passes this year. *Paul Ledell made the motion to accept the financial reports as presented. David Meader seconded the motion. All approved.*

**Director's Report:** Advertising will begin for the assistant director position in April. The job description has been rewritten and is being reviewed by the City Manager. The intent is for first interviews in May and second interviews in June.

The Library completed a SWOT analysis with the Trustees during the Library in-service day in February. City employees are also participating in an analysis.

At this point, there is a strong possibility that the Library will reopen to the public on Monday, March 15, provided COVID cases remain under 5% in this area. The reopening will be similar to the schedule and structure in December, with a few modifications for streamlining.

**Trustees Report:** Kathleen was unable to attend the last Trustees meeting. She'll provide a double report next month.

**Book Sale Committee Update:** Decisions need to be made soon as to whether or not to hold a fall book sale. For a sale to be held, work would need to begin by early summer. At this point, without anyone having visited the Friends area of the Library yet, it is not clear the condition and quantity of current inventory and need for donations (Marti will check the quality for us soon). Also need to consider the vaccination status of the volunteers, as safety is a concern for book sorting. Suggestion was made to set a date for October and continue to evaluate conditions over the next month or two.

**Casino Update:** Paul sent in the final paperwork. Our tentative dates are May 26-June 4. A board member will need to visit the casino each day to sign the affidavit during those dates.

**Library Giving Day:** This year's Library Giving Day is April 7, 2021. Discussion included draft communication that had been shared with the board a few weeks ago, a match challenge as part of the appeal, and an online giving option. Decision was made, given how quickly the day is approaching, to send an email communication to the list of members that received the annual meeting email last summer. No match challenge will be included in this appeal; that might be used in a later appeal. Jill will research which board member has admin rights to the FKPL Facebook account, as that will be another way to promote the day. Michelle will continue to explore establishing a PayPal account for the Friends and revise the draft communication again to share with the Board.

**Annual Meeting:** Need to provide notification to membership six weeks prior to meeting, which will occur May 12 or June 9. Other annual items related to the annual meeting are publication of the annual list of donors and the slate of officers for next year. Suggestion was made to hold the meeting in June, as there may be a decision about the fall book sale by then.

**Finance Committee:** A meeting is generally held in April each year. Paul will send a meeting invitation in the next few weeks.

**Volunteers for Trustees Items:** Lou-Anne expressed interest in being the Friends liaison to the Trustees. Dave, Jill, and Mike expressed interest in the MOU committee. Dave, Jill, Sally, Jan, and Mike expressed interest in the SWOT session. Suggestion for a SWOT session date is Monday, March 22 at 6 p.m.

**By-Laws:** Mike suggested we may want to consider clarification in by-laws for which members of the board are non-voting, such as library director and liaison from the Trustees. Changes to the by-laws require a vote by the membership at the annual meetings.

**Board Committees:** This will be a topic at next month's meeting.

Meeting adjourned at 8:28 p.m.