

Friends of the Keene Public Library
Executive Board Meeting April 15,2020

Due to the COVID 19 restrictions a virtual zoom meeting was called to order at 6:32 pm.

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

Absent: Jen English

President's Remarks: Jill welcomed all in these unusual times and with the new virtual format.

Secretary's Report: The March 11 minutes had been provided including edits to the board via email. There were no further corrections noted. *Paul Ledell made the motion to accept the minutes as provided. Dave Meader seconded the motion. All approved.*

Treasurer's Report: Marilyn had provided the treasurer's report by email. She notes that despite the library being closed due to COVID 19 restrictions the staff on duty has been providing her with scanned invoices and she has been bill paying without any interruptions. She also notes that the financial information has been provided to our accounting firm and they are starting to prepare our tax filing which for the State remains due 5/15/2020.

Kathleen Chertok made the motion to accept the treasurer's report as provided. Dave Meader seconded that motion. All approved.

BYLAW Report: Mike presented the revised bylaws dated March 25,2020. He reviewed the revisions made since the last board review and discussion. One final change made tonight was to Article 3 Section 2. which now states that :”Each member who has made a financial contribution in the calendar year prior to the annual meeting shall be entitled to vote.” There were no other changes made to the 3/25/2020 revision.

Mike made a motion to recommend the changes to the current bylaws as reflected with tonight's change and the revisions reflected in the 3/25/2020 draft to be voted on by the membership at the annual meeting.

Sally Rinehart seconded the motion. All approved.

Trustees Report: Per Kathleen there was no February meeting and a brief telephone meeting was held on 3/28/2020. The Trustees approved a motion at that time to take the advice of the City regarding changes that involve the library and staff as a result of the COVID 19 virus.

Director's Report: Marti reports the closure of the library as of 3/14 with 2 weeks of curbside service That stopped due to the Governor's stay at home order. At that time the City took steps that included furloughing about half of the library staff. The remaining staff members have been taking this time weeding the adult collection shelves, updating records, and other tasks such as switching program offerings to virtual formats. Some staff are working from home, and the staff that come into the library are following social distancing guidelines.

She expects that when restrictions start to loosen, it will not be business as usual, but it will be a gradual return to some new form of patron use at the library.

The search for the assistant director position continues with a narrowing of the applicants to two candidates. At this point there will be a delay in a final decision until restrictions allow each of those candidates to be able to meet in person with the library staff. This is probably 6-8 weeks in the future. Each of the candidates is aware and understands the delay.

Gail reports that the title for the annual summer reading program is "Dig Deeper". In the past, tracking of reader participation has been done online so Gail reports a transition to a full online program this year should be simple.

She notes that other staff have been offering online programing now. An example is an online "Youth Trivia Night" enabled by a recent purchase of new software.

Finally Marti noted that the City was putting together, from the various departments, the extra costs and revenue losses being sustained as a result of COVID 19. There is a possibility of recouping a portion of these monies though Emergency Preparedness Funding.

Other Business: Jill and Paul report that the scheduled finance committee meeting was unable to be held, but Paul had a follow up meeting as planned with Alan Stroshine after Alan's report to the board in February. Alan made some recommendations as to potential investments with our short term fund cash that Paul planned to review with the finance committee. Following a discussion tonight, in light of the recent downturn in the market and with the ongoing economic uncertainty due to Covid-19, Paul's recommendation to the board is to hold off making any changes in our portfolio at this time. The board is in full agreement.

Jill notes in planning for the annual meeting it is necessary to notify the membership at least two weeks prior to that meeting. We have a list of 95 names but are missing emails for 22 of those. The plan will be for Jill and Kathleen C to compose an email to the membership notifying them of the meeting and providing information that will allow them to access the Officer Slate as well as the proposed changes to the current bylaws. These will be voted on at the annual meeting currently scheduled for May13. This information will be available for viewing on the Friends' page on the library website.

They will be asked to RSVP if they want to attend the virtual annual meeting and if yes, they will be provided with a secure link to that meeting. The members without an email address on file will be contacted by phone with the same information and invitation.

Finally Jill notes that it is time to start thinking about our annual fund/membership drive and that the plan would be to have that letter ready to send in July.

Newsletter Committee: Jill, reporting for Jen, notes that this may be a good time to consider a switch to an electronic newsletter and this can be a topic for further discussion at a future meeting.

The meeting was adjourned at 7:48 pm.

Upcoming meeting date: May 13, 2020