

Friends of the Keene Public Library
Executive Board Meeting June 10, 2020

The meeting was called to order at 7 pm via ZOOM

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

Absent: Marilyn Gemmell

President's Remarks: Jill welcomed all to the Zoom meeting.

Secretary's Report: Michelle provided the May meeting minutes previously by email and tonight there were no corrections or omissions noted. *Paul Ledell made the motion that the minutes be accepted as presented. Dave Meader seconded the motion. All approved.*

Treasurer's Report: Marilyn had provided by email copies of the treasurer's report. Kathleen C reports in Marilyn's absence that Marilyn wanted to remind the board that to maintain our current 990 status a third of our annual income needs to come from private/personal sources such as our membership donations, our book sales etc. Our quarterly annuity payments are down as shown in the report but that we still need to be aware of how much we can raise from private sources without a spring book sale and potentially without a fall sale as well. There were no further comments on the treasurer's report.

Kathleen C made a motion to accept the report as presented. Sally R seconded the motion. All approved.

990 Report: Jill asked the board if all had reviewed and had any questions about the 990 tax forms that had been prepared and sent out to the board. All the board acknowledged receiving and reviewing the information. There were no questions. The 990 tax forms as presented will be filed by July 15 by our accounting firm as we had an extension from the May 15, 2020 date.

Heberton Fund: Paul reports that our large long term fund is back up to around the \$200,000 after the losses that occurred earlier this year.

Director's Report: Marti reports that the curb side book pick up has returned and there are about 100 pick ups per day.

The new print software has been installed and remote printing capabilities are going to be tested this week. Also credit card payment at the library is being worked on. It will require 2 ID numbers as government revenues such as fines are one category but non

government revenue sources such as printing would require a separate ID. The hope is by August 1st to have this operational. Also when the color printing software is operational that will bring in more revenue.

Finally she reports that the projects of inventory of non fiction and culling of the fiction areas are complete.

She notes there are still 4-5 staff furloughed.

Gail reports that the summer online programing starts next week. She states they have purchased new adult scavenger hunt software that the Friends might also use for a fundraising event.

Finally she notes that the library will participate in a lunch program that will be to “pick up and go “ vs “eat in” with both The Community Kitchen and then with Southwest Community Services.

Trustees Report: KKB reports that the Trustees held a zoom meeting on 5/26. She notes that the Trustees felt that the budget presentation made by Marti to the City Council was excellent. The City Council will be making recommendations in writing if they feel there are any changes/reductions to that proposal by next week.

The Trustee policy committee will be working on new policies related to the COVID situation.

It was noted that the library seed program was very popular and successful this year.

A question was posed regarding the assistant director position to which Marti responded. There is only one final candidate left for the position as a second person withdrew. Interviews with the library staff still need to happen before any decision can be made.

Book Sale Committee: Kathleen reports that the book sale committee met last week via zoom and is recommending to the board that the October book sale be canceled. The board briefly discussed the issue of going forward with a sale given the logistics involved related to COVID 19 and was in agreement that the sale be canceled. Appropriate measures will be taken to announce this decision to the public. There are no donations being accepted and no plan to return to accepting donation at this time.

A discussion was had about potential other means of fund raising and it was decided, though a long shot, to put in an application to the 100+ Women Who Care of Cheshire County. Jill will pursue filing an application.

Museum Passes: Kathleen recommends that no new passes be pursued at this time due to the COVID restrictions in public spaces. The board is in agreement. Down the road as things change a possibility would be The Worcester Art Museum pass program. It costs \$250 a year for 4 passes that allow 2 to purchase admission for half price.

Membership/Annual Appeal Letter: Michelle drafted a great letter which she read to the board for comment. It was decided to reword it slightly to make a direct appeal for donations and to include our donation envelop. Michelle agree to draft the rewrite and will then send it out to the board via email for comment.

Newsletter Committee: Jen presented pros and cons to both an email vs hardcopy of the newsletter. It was decided to send one final hardcopy stating that we planned to switch to an email vs and to ask for people to provide their email addresses. We will be pursuing also a PayPal or such account to be able to accept payment digitally. Pay Pal does charge a 2% fee for it's services, but we would have cost savings on postal cost and the yearly bulk permit fee (\$225) along wit printing cost savings.

Other Business: Jill asked for volunteers for an ad hoc committee to draft a policy for nominations and recruitment. Paul Ledell, Jan Manwaring and Sally Rinehart and Dave Meader volunteered and will move forward with that mission. Due to the November 11 Veterans Day holiday the November meeting was changed to Tuesday November 10.

Upcoming meeting date: 2020: 9/9, 10/14, 11/10 and 12/9.

The zoom meeting was adjourned at 8:45pm.