

Friends of the Keene Public Library Executive Board Meeting October 9, 2019

The meeting was called to order at 7:07 pm

Present: Jill Cielinski, Kathleen Chertok, Marilyn Gemmell, Dave Meader, Jen English, Michelle Fuller, Paul Ledell, Kathleen Kennedy Burke, Gail Zachariah, and Marti Fiske

Absent: Pam Knight, Mike Chelstowski, Sally Rinehart, and Will Collins

President's Remarks: Jill welcomed all and stated that most of the meeting would be dedicated to the logistics of the upcoming book sale.

Secretary's Report: The September minutes were presented. *Jen English made the motion to accept as presented. Marilyn Gemmell seconded the motion. All approved.*

Treasurer's Report: Marilyn reports that there were routine expenditures during the month. She notes that she paid bills for an in kind grant from IMLS that is administrated by the City.

The finance committee will meet to develop the budget for the coming year at the end of October. The budget will be presented at the November board meeting for approval. Then the portion designated for library support will be shared with appropriate library staff for their budget development. The Library Staff's breakdown will be presented to the FKPL board at the December 11, 2019, board meeting.

- Marti reports that the City is still in discussion and negotiation with the company that provides the printer. It is still undecided whether or not the funds for that printer, conditionally approved at the September meeting, will be needed.
- The budget of \$5,000 for furnishing the new Friends' space is in the red by \$18.30.
- Membership monies increased by an additional \$1200 in September.

Kathleen Chertok made a motion to accept the finance report as presented. Michelle Fuller seconded that motion. All approved.

Trustees Report: Kathleen reports highlights from the September 24 meeting which she was unable to attend in person.

It's a period of transition with new trustees being approved and new committees being formed.

The new trustees appointed by the City for three year term are Jane Pitts, Chuck Prigge and Carl Jacobs. Don Wilmeth has resigned. The new president is Jen Alexander. The Keene City Council Liaison to the Trustees is no longer a requirement, so the position is

being eliminated

Sally Miller will organize a new long range planning committee in January. The goal will be to establish a new 5 year plan.

A new logo was presented and approved for the Maker space.

It was noted that more volunteers are needed for the Atrium information desk. The possibility of adjusting the requirements for vetting these volunteers could be looked at.

An informal reception will be held for the new library director, Marti Fiske, on Saturday, November 16, from 11-1 that will include light refreshments.

Director's Report: Marti reports that applications are coming in for the open library positions. So far there are 25 applicants for the assistant director position. The plan is to start interviewing applicants at the beginning of November.

Newsletter Committee: Jen has just sent out a flyer advertising the book sale to the FKPL membership, and she reports that the fall newsletter is in the final stages. She hopes to have it in the mail by October 21.

A discussion regarding having an electronic option for the newsletter waits for a future meeting.

Heberton Funds: Paul reports that there is little change in overall performance in the past month. Copies of the performance summaries of the long and short term Heberton Funds were provided.

Jill has had a call from Alan Stroshine, our Edward Jones advisor, proposing that he would come to provide a 6 month update to the board. She will arrange with him to attend either the November or December board meeting.

Book Sale Committee: A final sorting/pricing morning will be held tomorrow October 10, from 9-12 with the hopes that the remainder of the unsorted books can be processed.

The Janus Company group that was part of the United Way Day of Caring was unable to come on their original date but will come to help with the book set up on Wednesday, October 16.

Ribby the mascot for the Swamp Bats will be at the book sale on Saturday, October 19, from 9-11.

Jill and Kathleen C attended a training session on the use of the handicapped lift and note that the lift will be put in place prior to the sale near the stage by the library facility staff.

A key for lift use will be available and kept in the cash box during the sale. It was noted that handicapped persons are usually very comfortable in the use of this type of equipment.

Also of note is the fact that fire code only allows 21 people at a time on the stage. There will be 6-8 tables of books on the stage. A volunteer will need to monitor the numbers on the stage during each shift.

Marti has asked the board to provide the pizza and water for the Rotary/Interact volunteers on Tuesday afternoon when they bring the boxed books up to Heberton Hall. In the past apparently Nancy V paid for this out of her own personal funds.

Marti reports that she has a meeting with Andy Bohannon on Friday and plans to follow up with him regarding a decision regarding having the janitorial staff move the recycling bins from the Friends' space every other week to the curb for pick up. She and Jill met with him to discuss this issue previously. Currently a volunteer, Peter Bonneau, has been bring the 3-4 recycle bins to the curb every other Tuesday evening for the early Wednesday morning pick up. Prior to the renovations the library janitorial staff had handled all of our trash and recycling. We are now bringing any trash which includes all hardcover discarded books out to the dumpster as part of our scheduled sorting/pricing mornings. We have been given a key to the new locked gated trash area. The key is on the lariat the Friends keep at the circulation desk.

Kathleen C reports that poor quality book donations remain a problem. She notes that 1/3 to 1/2 of all donations are unacceptable for resale. In a six month period this can mean the handling of up to 10,000 unwanted items. Quite frequently volunteers are finding boxes/bags containing dirty, mildewed books along with droppings from mice or other pests. She is currently drafting an article to ask donors to be better about the quality of their donations. She plans on sharing the draft with board members for assistance in editing. The Friends will consider paying local publications to print this article as well as posting it on our Facebook page. Also under consideration is again requiring large donations, more that 2-3 boxes, to arrange delivery via our email to help cut back on unwanted items.

Currently the Friends are borrowing a poster stand from the library and will purchase 1 or 2 of their own to display information from the FKPL in the library. A picture of the stand and cost (\$114 each) was provided. Marilyn has said funds for purchase would come from the miscellaneous expense budget.

Jill is currently finalizing the book sale volunteer schedule and a final request for help will go out in the next day or two. Book sale committee members will then confirm with the volunteers their individual schedules.

Tuesday, October 15, the rented tables arrive from Elegant settings at 9am and a group of volunteers will set up the tables according to the floor plan.

Tuesday, October 15 at 4pm the Rotary/Interact group arrives to bring the boxes of priced books from our storage space to Heberton Hall.

Wednesday, October 16 from 9-12 book set up is scheduled. Thirty volunteers will set out the books on the appropriate tables.

Thursday, October 17 is an open day for any last minute developments.

Friday-Sunday October 18-20 the sale occurs. Clean up starts Sunday at 2pm with the help of volunteers and the Rotary/Interact group.

Other Business: It was noted by Jill that the board is short staffed with at least two openings for new members including vice president. Currently no one on the board has accepted that position.

It was also noted that there is no policy regarding the number of board members allowed nor duration that a member can serve.

Jill then presented 4 names for possible consideration of becoming board members. She notes that these names were put forward by current board members, but that the FKPL does not have an actual process or policy for how new members are nominated or vetted. A discussion followed about establishing a process/policy for this. The board was in favor of doing this in the near future. But, as these names have been presented and there is a current need, Jill asked for input on these candidates to be brought to her privately and then she plans to provide the full board with an opportunity to hear the feed back before any decisions are made.

It was also mentioned that the FKPL should consider establishing a committee for strategic planning. Again, the board favored establishing a plan but further discussion will be at another time.

The meeting was adjourned at 9pm.

Upcoming meeting date: 2019 dates are : 11/13 and 12/11; 2020 dates are: 1/8, 2/12, 3/11, 4/8, 5/13, and 6/10