

Friends of the Keene Public Library Executive Board Meeting November 13, 2019

The meeting was called to order at 7:03 PM

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

Absent: Marilyn Gemmell, Will Collins, and Jen English

President's Remarks: Jill thanked the FKPL board and the library staff for the help and support for the recent successful book sale that grossed \$13,229.85. She went on to report that Jen has published her first newsletter since accepting that task. Printing and distribution of the newsletter are time intensive and sensitive. Jen and Jill realize that a second person is needed for the newsletter process.

Secretary's Report: The October 9, 2019, minutes were presented. There were no additions or corrections.

Paul Ledell made a motion to accept the minutes as presented. Michelle Fuller seconded that motion. All approved.

Treasurer's Report: Michelle presented the treasurer's report for Marilyn and provided copies to each member. There was no unusual activity to report.

Kathleen Chertok made the motion to accept the treasurer's report as presented. Pam Knight seconded that motion. All approved.

Director's Report: Marti reports that the request for financial assistance related to the purchase of a new library printer remains on hold while the library studies the various types of printers and software as well as associated costs. In addition the library is looking into the revenue generated when patrons use the printer vs the costs spent on paper and upkeep. She will keep the Friends posted as to any decisions.

The new HVAC system remains an issue and work continues by the various parties to resolve the issues. Cohen Hall currently cannot be used due to this situation.

It's noted that there will be new keys available as needed to staff or volunteers when the new locks are in place that will make the stairways in Heberton Hall open access down but requiring a key to go up.

On Saturday, November 16 there will be a reception in the Putnam Atrium to welcome Marti the new library director. There will be light refreshments and brief comments. All are welcome to come and meet Marti.

BUDGET 2020: Paul and Michelle presented the 2020 budget and copies were both emailed to board and were provided tonight in hard copy. There was a brief review and discussion and no changes or corrections were made.

Kathleen Chertok made the motion that the 2020 budget be adopted. Pam Knight seconded the motion. All approved.

Trustees Report: The Trustees met on October 27. There was a proposal by the finance committee to approve up to \$17,000 for locks in the new addition. This was approved.

Sally Rinehart was welcomed as the Friends liaison to the building and grounds committee.

The expansion punch list including the work on the new HVAC system continues.

There was a fine arts donation of \$500 to be used for plants in the Atrium.

New trees were planted and will have tags identifying them.

There was discussion about a public address system to connect the two buildings.

Sally Miller will head a strategic planning committee in the new year. Policies and procedures will be reviewed and updated as needed.

The Trustees are in a transition period with new members.

Previously mentioned the Trustees are hosting a welcome for Marti(Fiske), the new library director, Saturday, November 16, 11am- 1pm in the Putnam Atrium.

Book Sale Committee: Kathleen C. reports that the book sale committee met October 29 to review the actual book sale. It was felt the overall sale was very successful and that patrons and volunteers were pleased with the return of the sale to the library and in the newly renovated Heberton Hall.

Action items set by the committee before the next sale were as follows:

- continued work with volunteers to have consistent pricing of donations
- continued work on discarding items not saleable
- improved communication with shift leaders as to their responsibilities and cashiers training regarding discounts and holding of books for patrons
- early access to Heberton Hall on sale days for shift leaders and volunteers
- April 2020 sale date set and confirmed booking of Heberton Hall
- tables ordered for that sale from Elegant Settings
- obtain city license for the placement of the sale sign at the PO

Since that meeting these action items have been resolved:

The sale dates of April 17-19 has been set confirmed and Heberton Hall is booked.

The tables have been ordered and a receipt of that order giving by Elegant Settings.

The license was obtained for the PO signage.

Kathleen goes on to report that the bin reopened as schedule on Monday 11/4. The donation stream is brisk but the quality of the donations remains an issue. A new sign was placed in front of the bin indicating what is not acceptable for resale.

An article drafted by Kathleen C, Jill and Mike was emailed to the board earlier this week and

will need further discussion as how to proceed with it.

Finally it was noted that the recycling of paper remains an issue for the Friends due to the large amount of inappropriate donations. A volunteer continues to bring the Friends' paper and cardboard recycling to the curb every other Tuesday night for pick up on Wednesday morning. The City has said that the janitorial staff at the library is unable to take the bins from our space in the basement to the curb. We hope to revisit this issue with the City down the road.

Jill went on to mention the very helpful and efficient work the Rotary/Interact volunteers did with both set up and breakdown for the sale. She suggested we continue to support their community efforts with a donation as we have done in the past.

Pam Knight made a motion to provide \$300 to the Rotary/Interact group. Michelle Fuller seconded the motion. All approved.

Other Business: Jill provided copies of the annual conflict of interest document and asked it board member to complete it and return it to her as soon as possible.

She provided the board with a copy of the annual calendar and asked for review and any updates to it.

A call to Executive Session was made by Jill and the meeting was adjourned at 8:32 pm. Non board members were excused at this time.

Upcoming meeting dates: 2019: 12/11

2020: 1/8, 2/12, 3/11, 4/8, 5/13, 6/10

Spring Book Sale: April 17-19