

## Friends of the Keene Public Library Executive Board Meeting December 9,2020

The meeting was called to order at via zoom at 7:03 pm

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

**Absent:** Jen English

**President's Remarks:** Jill officially welcomed Lou Anne Beauregard as a new board member. (Previously there was an unanimous electronic vote confirming her board position.)

**Secretary's Report:** The November minutes were provided electronically by Kathleen C. There were no omissions or corrections noted tonight. *Michelle Fuller made the motion to accept the minutes as presented. Mike Chelstowski seconded the motion. All approved.*

**Treasurer's Report:** Marilyn presented the treasurer's report electronically and tonight states that November was a routine month. She notes that the monthly reports do not show any of the interest and dividends that we receive. Those amounts do show on our 990 form. With those amounts included she expects that, even without our book sales, we can break even with our overall annual budget. *Paul Ledell made the motion that the treasure's report be accepted as presented. Dave Meader seconded the motion. All approved.*

**Heberton Fund:** Paul reports continued growth in the accounts and that the end of the year report will be presented at our January meeting.

**Library's 2021 Proposed Budget Allocations:** Gail provided electronic copies to the board of the library's proposed allocations for the 2021 budget. In November the FKPL board approved the 2021 budget which included \$34,300. for collections, equipment, materials and service contracts as well as another \$18,000. for youth and adult programing. Gail answered any questions regarding the various allocations. Of note, Marti reports that 40% of the Library's non-personnel overall budget comes from the funds provided by the Friends and the Trustees.

**Director's Report:** Marti reports that operations at the library with Covid restrictions in place are holding steady. She continues to participate in the City's meetings with the Emergency Management Team two to three times weekly. There are no plans at this time for the library to close and go back to curbside pick up only. That would only happen if the need arises. So far there have not been any reported cases of Covid at the library and no contact tracing events associated with the library either.

On February 24, 2021 the library will close for a staff development day. Among the various offerings will be a program presented by Circus Flow on how to learn new skills when under stress. Another presentation will be provided by James McKim, president of the Seacoast NAACP dealing with implicit bias.

Finally, Marti reminds the board that this Friday, December 11, at 4pm there is the Zoom virtual celebration for retired Trustee Sally Miller. A Zoom link has been provided.

**Trustee's Report:** Kathleen K B reports that the November meeting was held virtually. She notes that the Building/Grounds Committee is planning on repair or replacement of the West Street library sign and is also looking at other signage that may need updating.

The long range strategic team has now shifted to a one year plan vs five year plan. The newly named SWOT Team will study strengths, weaknesses, opportunities and threats to our library. This change was made in light of the current pandemic environment and the need to have plans and policies in effect for anticipated challenging situations.

A policy manual incorporating library rules of behavior is being created.

Finally, she notes that the trustees have been working on the planned virtual program/celebration for Sally Miller.

**Nominating Committee:** Paul provided two forms electronically to be used by the nominating committee when soliciting new board members. One describes the nominating process and the other is the prospective board member information sheet. The information sheet will be filled out on each potential prospect and be kept in a file to be used as the board member need arises.

Sally reports that four names of potential candidates were provided to the committee and each team member took a name to contact about their interest in becoming a board member. An information sheet will be filled out kept on each candidate.

The candidate that Paul contacted is not currently available due to other commitments but has a future interest. Another candidate has asked for more information about board member responsibilities and time commitments.

An update of progress will be provided at the January meeting regarding other prospective candidates.

It was suggested that it would be helpful to have a document that describes the various roles of the Friends' committees. It would be a consistent outline of the expectations of being a board and committee member. Jill has indicated that she would work on this.

**Newsletter Committee:** Jill reports that the current newsletter format is on hold. The plan is to send an email to members/volunteers before the holidays with holiday greetings and an update on the Friends. Marti has a director's letter/message that will be part of the email update.

**Other Business:** The casino/gaming opportunity for nonprofits to receive proceeds as part of the casino/gaming regulations was discussed. Paul Ledell volunteered to make contact at the email provided in The Sentinel regarding the specifics of the opportunity and of the application requirements to be considered.

At 8:26pm the zoom meeting was adjourned.

**Upcoming meeting dates:** 2021 dates are: 1/13, 2/10, 3/10, 4/14, 5/12 and 6/9