

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

The meeting was called to order at 7:06 pm

**Present:** Jill Cielinski, Kathleen Chertok, Marilyn Gemmell, Sally Rinehart, Michelle Fuller, Dave Meader, Mike Chelstowski, Paul Ledell, Will Collins, Kathleen Kennedy Burke, and Gail Zachariah

**Absent:** Pam Knight, Jane Pitts and Jen English

**President's Remarks** Jill thanks board members who responded to the slate of officers for next year. All board members have agreed to serve another year with the exception of Jane who will be resigning from the board. In addition, Pam has announced she'll be moving to Tulsa but will remain on the board until she moves. We will need to fill the position of Vice President prior to Pam's departure. If you are interested, please contact Jill. Ideally this position will be filled by an existing board member. Also, if there are any suggestions for potential candidates to fill Jane's position, please let Jill know.

**Secretary's Report:** Kathleen presented the February minutes taken in her absence by Jen. There were no corrections or changes made. *Sally Rinehart moved that the minutes be accepted as presented. Mike Chelstowski seconded that motion. All approved.*

**Treasurer's Report:** Marilyn provided the financials both by email and with printed copies. She also provided copies of letters:

One was from our Edward Jones advisor, Allen Mendelson, who will be shifting his clients to Alan Stroshine. His branch administrator Karen Stephens will continue in her role and Marilyn reports that Karen is very familiar with our accounts. Paul Ledell will ask both Allen M and Alan S to come to our next board meeting and answer questions including their current fee structure.

A second was from our accountant Lynn Rust announcing a new firm name and that his long time associate Jonathan Blais, CPA, will be managing the firm's day to day activities and operations.

*Kathleen Chertok moved that the financial reports be accepted as presented. Michelle Fuller seconded the motion. All approved.*

**Director's Report:** Gail for Nancy reports that more of the new furniture will be delivered 4/26. Also they are currently in the process of ordering new equipment for the Maker space that includes a vinyl cutter and there will be classes offered as to how to properly use it. She mentions that a new grant was received to provide financial literacy for families. Next she reports that new policies are being worked on related to booking meeting rooms

and spaces within the library and Heberton Hall.

Last, Gail notes that there is a national “Friends of Library Week” designated in October, and that the Keene Friends might want to highlight that at the library in some way. Exact dates need to be researched.

**Trustees Report:** No report

**KLACC :** Jill reports the current completion date is between March 31 and Easter (April 21). The sprinkler system is not complete and then there will need to be inspections of that system among other reviews. The elevator installation is complete and awaiting inspection. The connector is mostly complete and next week concrete sidewalks on the West St side will be placed. She goes on to report that Paul Henkel has indicated that the new sound system in Heberton will be installed in 2 weeks.

Also mentioned was that the Time Capsule which has been built by Melanson’s will be installed on the same day as the opening ceremony. It will then be opened in 50 years.

Paul reports that a large piece of equipment, an old type of rheostat, is to be enclosed in plexiglass and will be put on display in the connector.

Currently the opening ceremony for the expansion is June 23, 2019. It happens to be the same date that the WallDogs event, painting the murals on the outsides of 17 or 18 businesses, will be happening in Keene

**Newsletter Committee:** Jill states that articles for the spring newsletter are needed and should be emailed to Pam. She also continues to look for someone to take over the newsletter responsibilities when Pam leaves and that it would be helpful for that person to work with Pam as soon as possible to learn the process.

**Book Sale Committee:** The Book Sale committee is meeting again next week and is working on the new process for handling donations. They are wanting to have tables and other crucial items in place for when occupancy is approved. They will borrow some items initially from the library as they look closely at what purchases are needed for the long term. The committee knows sorting tables, recycle bins and fatigue flooring mats will be needed when the donation bin is opened and will need some funds authorized to make these purchases. Jill has suggested that having up to \$5,000 to spend for initial supplies would be helpful.

*Kathleen C made a motion to provide the committee up to \$5,000 to purchase supplies needed for the Friends’ space. Michelle F seconded the motion. All approved.*

**Other Business:** Due to Pam’s absence museum pass discussion will be deferred till the next meeting.

Jill notes per the FKPL calendar the Finance committee is due for a meeting in April. Paul will contact committee members with date/time for that meeting.

Per our bylaws the slate officers for the next year will be presented at our April meeting. The annual appeals letter is due to go out in June.

**Upcoming meeting dates:** 2019 Dates: 4/10, 5/8, 6/12, 9/11, 10/9, 11/13, and 12/11

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

**Fall Book Sale:** October 18-20, 2019