

Friends of the Keene Public Library Executive Board Meeting September 11, 2019

The meeting was called to order at 7:07 p.m.

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

Absent: Kathleen Chertok and Will Collins

Director's Report: Marti Fiske, the new Library director, introduced herself, providing a brief synopsis of her background as a social studies teacher and librarian. Marti had multiple items to share with the Friends:

- Tammy Parrott, assistant director, has tendered her resignation effective September 20. Tammy is moving to an assistant director position in Florida. A search for this position will be underway shortly, but it's anticipated the position could be vacant for 3 to 4 months.
- The Buildings and Grounds Committee is seeking a representative from the Friends to replace Yvonne, the longtime Friends representative that is leaving the committee. Sally Rinehart offered to serve on this committee.
- Marti has about 50 moving boxes that could be useful to the Friends. She will bring one to the Friends space for the book sale committee to evaluate for usefulness.
- A black-and-white public access printer in the reference area needs replacement. This is not in the City's replacement budget this year. It's currently uncertain if the Trustees have funding available for this purpose.

David Meader made a motion that should no other funding be available, the Friends will expend \$1,053 to purchase a color printer as a replacement. Pam seconded the motion. The motion passed.

- Discussion about building issues, including trash and recycling concerns; securing Friends area when volunteers are working there; keys and their availability for Friends area; and HVAC issues creating moldy boxes in brick storage room.

Secretary's Report: *Sally Rinehart made a motion to accept the minutes from the June 2019 meeting. Jen English seconded that motion. The motion passed.*

Treasurer's Report: Marilyn noted that due to her time away this summer, financial reports were not provided during July and August. She intends to resume reports during the summer hiatus next year. Several items were noted or discussed:

- Miscellaneous income amount of \$1,913.39 over the summer was a donor's restricted gift for the specific purpose of funding the base of the donor wall. Miscellaneous expenses include the cost of the bookmarks and purchasing McAfee software.
- The campaign budget has a remaining balance of \$106.52 and remaining expense of Julie Dickson's wages. Julie's position is needed into January for final pledge payments and decommissioning of the Little Green Light campaign database. The campaign budget can run into a deficit to support wages through December. The Finance Committee will consider incorporating January expense into the 2020 budget.
- Some operational budget line items have remaining balances not proportional to how far into the year it is (e.g., only half expended while we're almost three-quarters through the year). It was noted that not all summer expenses have been submitted to Marilyn yet for processing. There are pending and upcoming expenditures that will utilize the majority, if not all, of the funds for Library development and programming.

Paul Ledell made a motion to accept the report as presented. David Meader seconded the motion. The motion passed.

Heberton Funds: Paul shared the current reports for both funds, which are both performing consistently.

Trustees Report: Kathleen reported that the Trustees have met a few times this summer. In addition to non-public personnel matters, other items were purchasing furniture for the director's office, securing areas of the building where there are swing doors with no locks, solar shades for the main staff room, purchasing two tables for meeting rooms, acceptance of a donation to green up spaces, and voting to legally change the name of the Trustees Room to the Nancy Vincent Room. The Trustees are in a transition year: Don Wilmeth resigned, Chuck Redfern and Nat Stout are at the end of their terms, and Jen Alexander is the new Trustees president.

KLAAC: There is still a short list of items Engleberth is working to finish. Contract 2, for items in the main building, is closed and finished on budget. The time capsule is sealed and installed near the main desk.

The Library is down about 32 hours in staffing, which will increase by another 38+ hours after Tammy's departure. There may be ways to reduce the initial requirements for volunteers around fingerprinting and background checks for those volunteers not having interactions with children as a means to increase the number of volunteers.

Book Sale Committee: The book sale sign-up sheet was circulated. Jill will also email information for sign-ups. There was discussion regarding the high volume but low quality of donations. The sign with guidelines for donations may be put back near the donation bin. It was suggested that larger donations continue to be accepted by appointment to allow for

communication with donors about guidelines prior to books arriving at the Library.

There are four book sorting days remaining before the sale: September 19, September 20 with Badger, October 10, and October 11 for the United Way Day of Caring.

Paul will coordinate with Barry to bring the book sale sign back to the Library, to be stored in the Friends' space.

Membership: The membership letters were mailed over the summer and response has been strong. Revenue to-date is \$8,015, which exceeds the budgeted amount of \$8,000.

Newsletter Committee: Pam turned over the newsletter to Jen today. Jen will redesign the newsletter using a new template. As that will take time, a flyer about the book sale will be mailed in October instead of a newsletter. The next newsletter is scheduled for November. Suggestions made for future articles include an introduction of Marti, the time capsule, the dedication event(maybe Jane will write this), volunteering for the atrium and book sale, and book donation guidelines.

Other Business:

- Meeting room spaces and rental costs are still being finalized.
- Jill advised that our gift to Nancy was presented at the resolution reading.
- The Vice President position will soon be vacant. Any interested parties or suggestions of potential candidates is appreciated.

The meeting was adjourned at 9 p.m.

Upcoming book sorting: **September 19, 9 a.m. – noon**
 September 20 with Badger staff, 9 – 11 a.m
 October 10, 9 a.m. – noon
 October 11 for United Way Day of Caring, 9 a.m. – noon

Extra help for Rotary setup: Tuesday, October 15 at 4 p.m.

Upcoming meeting date: **2019 DATES: 10/9, 11/13, 12/11**
 2020 DATES: 1/8, 2/12, 3/11, 4/8, 5/13 6/10

FALL BOOK SALE: **October 18-20, 2019**