

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

The meeting was called to order at 7:10 pm

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

Absent: Will Collins (on hiatus)

President's Remarks: Jill thanked Pam on behalf of the board for her work on the FKPL Board and support of the Friends for the past 12 years. Pam and Hank are moving before Christmas to Tulsa, Oklahoma where they have family. A farewell gift will be provided after the holidays.

Jill next reminded the Board about the Library Holiday Tea on Saturday 12/14/19 from 2 to 3:30 pm. It will be in Heberton Hall and this year's theme is Charles Dickens. The volunteer thank you event has now been set for April 25, 2020.

Secretary's Report: The minutes were provided via email by Kathleen C. to the board. There were no additions or changes presented.

Paul Ledell made the motion to accept the minutes as presented. Marilyn Gemmell seconded the motion. All Approved.

Treasurer's Report: Marilyn provided e-mailed finance reports as well as paper copies. She will provide information about the end of year invoices as well as closing amounts of the 2019 budget at the January meeting.

She notes that she acknowledged, with letters to recipients or their family, donations made in their honor/memory.

Jill reported to the board that there was a recent purchase of a humidistat and a humidity controller for the dehumidifier in the Friends' donation space. Those items cost less than \$45. Also she mentions for that Peter Bonneau is going to be devising a way to modify the pallets in the box storage area to minimize trip hazards.

Kathleen Chertok made the motion for the approval of the treasurer's report as presented. Michelle Fuller seconded the motion. All approved.

Heberton Fund: Paul reports that the currently the long term fund is up by 17% this year and the short term fund is up by 7% this year.

Library's 2020 Fund Proposal:

Library's process for program selection:

Gail provided copies of the proposed budget for use of the 2020 funds provided by the Friends. The adult and youth program together total \$18,000 and the collections, development, new equipment, service contracts and interns total \$34,300.

Equipment comment:

She notes that one new equipment expense will be \$1200. for two walkie talkies that are for public safety officers to enable better communication within the increased library space. There will also be some new sound equipment for the Kay Fox Room and Auditorium. There is an increase in the amount allotted for staff development. With more spaces in the addition, there will be additional 'traffic' counters for the doors to monitor room use. Also, new learning equipment is planned for use in the little maker space. There were no questions from the board regarding this aspect of their budget designations.

Programming comment:

In addition to the listed items, there is an interest in doing a composting program and Gail will be looking into that. Otherwise the budget breakdown for programming is as noted.

She does state in response to a question from a board member that the City does not provide any funding in their Library budget for programs. Program monies come exclusively from the Friends and from grant dollars.

As far as how programs are chosen. the Library Staff looks at factors like numbers of participants in current programs; taking into account the Library's mission; looking at the long range planning done back in 2010; and they consider requests including those from people asking to present a particular program.

The Library has a current partnership with KSC that can play a role in programs offered. Staffing and preparation time plays a role. She reports that for every 1 hour of public time there is at least 3 hours of prep time.

There were no further questions from the board regarding how programs were chosen.

Director's Report: Marti reports that the search continues for the Assistant Director position. The interviews with previous applicants did not produce a viable candidate. The position will be re advertised in mid to late January.

- There also are 2 other part time positions still open. The three unfilled positions total the equivalent to two full time equivalent in hours.
- A City wide staff holiday and recognition lunch will be held tomorrow 12/12/19.
- In April the Library will host a volunteer recognition event that will include both

Library Volunteers as well as FKPL Volunteers. More to follow as plans are developed.

- Finally, an update regarding the previous request for funds from the Friends for a new color printer: At this time the Library is testing one new system. They had found that it wasn't just a new color printer problem, but a whole software system is needed. A second system will be trialed before the City/Library makes any decisions. The Library had surveyed current printer use and revenue generated or lost and found that over 4 weeks there has been a loss of 68% equalling about a \$100. per week. With the current trial, revenue generation for only 10 pages(paper) was lost. The plan will be to hold off after the trials are complete and put the money request and choice of system in the operating budget to go to the City that would start July 1, 2020.

Trustees Report: Kathleen KB reports from the 11/19/19 meeting.

- The Trustees are looking for a bookkeeping service. In the past Judy Putnam has done the bookkeeping for the Trustees.
- The new locks in the Library and Heberton buildings should be done in the next week.
- Railings will be added in Cohen Hall for safety concerns.
- More landscaping will be done around the new trash designated area.
- Tree tags identifying the species will be added. Antioch will provide potted fruit plants later in 2020.
- The stage lights in Heberton Hall will be removed and replaced with new LED lighting.
- The Cohen Hall is again being used as the HVAC is functional. The system overall still needs some adjustments that are being assessed.
- A Fine Arts committee will be looking into what to do with recently found framed watercolors.
- Finally, a search is on, through old paperwork, for a copy of the original letter of agreement between the Friends and Trustees.

Newsletter Committee: Jen reports that her goal is to have the spring newsletter out before the spring book sale which starts April 17. She is asking for articles or suggestions.

Other Business: Three suggestions from the Library Staff were made regarding new museum passes. They are: 1) NH State Parks; 2) Squam Lakes Center; 3) The Sea Coast Science Center. The topic and decisions regarding museum passes will be discussed at a future meeting.

- Jill reported that the Janus Company that provided volunteers for the United Way

community volunteer day included an article in their blog about their time with the Friends.

- The article about the October book sale and our donation process was again briefly mentioned with plans to decide where and when to publish to be decided at a future meeting.
- Finally, it was suggested that the Friends look into joining the Amazon Smiles program. More to follow on that at a later date.

The meeting was adjourned at 8:30 pm.

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

Book Sale: April 17-19, 2020