

Friends of the Keene Public Library Executive Board Meeting May 12,2021

The meeting was called to order at 7:02 pm via Zoom

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

Absent: Jen English

President's Remarks: Jill called the meeting to order and moved directly to the items on the agenda.

Secretary's Report: Kathleen explained two word changes made to the director's report. There were no other changes or omissions noted. *Paul Ledell made the motion to accept the minutes as presented. Lou-Anne Beauregard seconded the motion. All approved.*

Treasurer's Report: Marilyn provided the financials via email to the board. She reports that April saw substantial donations as a result of the Friends' Library Giving Day campaign. A total of \$4,625 was donated via checks as well as our new PayPal account. There were 31 donations and 20 of the donations came from new donors. Marilyn has sent a thank you to all who made donations.

The 990 report has been filed to both the state and IRS. It was reviewed by the board via email and Mike did catch that the new by laws that were approved last June needed to be included in the filing.

Marilyn provided via email the insurance summary for the Friends that will cover the next three years starting July 2021.

Finally, the Boston Museum of Science sent out a letter regarding a new pilot library pass program. There are questions as to cost and how it would actually work for our patrons so further research needs to be done before a decision is made to participate. *Jan Manwaring made the motion to accept the Treasurer's report as presented. Paul Ledell seconded the motion. All approved.*

Trustees Report: Kathleen reports on the Trustee meeting of 4/27/21. She notes that the financial committee has authorized the pay back of the bridge loan the Trustees took to the City when that exact figure is available.

They are also purchasing a P card for purchases and that the balance has to be paid in full each month.

Further, they have rebalanced their portfolios. The Trustees work with Alan Stroshine of Edward Jones.

They also continue to work on updating the financial policies.

The building and grounds committee has approved the purchase of a warming oven for the kitchen in Heberton Hall.

She reminds the Friends that there is the City budget meeting tomorrow night and the Library's budget will be presented and all are encouraged to attend via Zoom.

The Library plans to offer notary services in the future and some of the staff will be trained to provide that service.

The Trustees approved a contribution of \$1,000 towards the purchase of racial justice materials for the Library.

She notes a revised volunteer policy was presented to the Trustees.

Finally she reports that she attended the first day of the annual Library Association Conference via Zoom today and will attend day two of the conference via Zoom tomorrow.

Gaming Update: Paul reports that he plans to send out a reminder memo to those board members who agreed to sign in for the Friends at Wonder Casino during our allocated 10 nights starting 5/26-6/4. He reports that the average take for nonprofits is in the \$20,000 range. The monies should be received about 3 weeks after the last night.

Finance Committee Report: Paul reports that the committee met in April and reviewed our holdings with Alan Stroshine from Edward Jones. Alan is recommending some changes in our long term account. \$26,000 would be taken from the American Growth Fund and \$19,000 would go into the American Mutual Fund; \$4,000 into the American New World Fund and \$3,000 into the American Small Cap Fund. The finance committee concurs with these changes and recommends to the board that they be made. There was no disagreement by board members. Paul plans to call Alan tomorrow to make these changes.

Director's Report:

Please join the F.O.P. budget hearing on May 13 at 5:30 p.m. To join the webinar, visit : <https://us02web.zoom.us/j/85143146851> to show your support of the Library. When you do, please sign into Zoom with "your name, Friend of the Library". This allows all of the Councilors (and staff running the meeting) see that you are there in support of the Library.

Keene qualifies for a first round grant of \$5,260 from American Recovery Plan Act sub-grant through the IMLS and NH state library. Gail and I have decided to spend the money on an outdoor theater system, which includes portable projector, sound system, collapsible screen and some portable outdoor furniture to support the projector system.

Gail and I are working with Human Resources, the City Attorney and University of Denver to have a local MLIS student do an internship at the Library. The student will be working with Gail, primarily on the Summer Reading Program.

Eva Medvidofsky joined the Library staff on May 5. She will be working as an Aide-Programming and Meeting Room Supervisor. She grew up in Keene and previously worked with the KSC Redfern Arts Center.

Supervisors have been meeting to discuss the next level of return to services, likely in July. It involves checking in with former Atrium volunteers to see if they are willing to return and when they are available; what areas will reopened for patron seating; some in-person programs; and when we might be able to reopen meeting rooms.

Finally Marti reports that interviews have begun for the Assistant Director position.

Book Sale Committee: Kathleen C reports that the committee met 4/30 and has picked tentative dates for a fall book sale of October 15-17. Heberton Hall has been booked. Mike has contacted potential bin transporters and reports that he has received confirmations for this task.

Donations haven't resumed but probably will at the beginning of June after the committee has another meeting within the next couple of weeks to iron out policies and procedures due to the COVID issue. Kathleen C will send an email to committee members with possible dates and times.

MOU Update: Minutes from the first KPL MOU 5/4 Zoom meeting were shared with the FKPL board via email. MOU stands for Memorandum of Understanding. The committee that is working on this document consists of both Trustees and FKPL board members that have been brought together to form a memorandum of understanding between the two boards.

Tonight the FKPL board had a lengthy discussion after reviewing the minutes provided. The result being that all FKPL board members were invited to attend the next MOU committee meeting on 5/19 at 4pm and that Marti would reach out to the City Attorney ,Tom Mullins ,to see if he is available to be at that meeting to answer questions that were raised during tonight's discussion.

Board Slate and Committees: The slate of officers to be voted on at the annual meeting for the calendar year 2021-2022 are: President- Janis Manwaring
Vice-President- Open

Secretary- Open
Treasurer-Marilyn Gemmell**

Assistant Treasurer-Open

** Marilyn is serving only until a replacement is found.

The board agreed to adopt the 5 committees that are outlined below. Jill asked the board members again to please consider on which committees they are interested in participating and to let her know via email before the next meeting.

Finance: financial oversight, budget, financial planning, investment review, ensuring appropriate controls are in place, etc.

Membership and Development: member recruitment and retention, fundraising other than book sale including the annual appeal, maintain member data base, hospitality

Marketing: newsletter, programs and events, publicity, promotion of FKPL, technology access, maintain social media presence, etc.

Book Sale: manage and run the sales, coordinate book collections and transport, etc.

Executive or Governance Committee: nomination of officers and Board members, ensure appropriate board representation, policy review, long range planning, etc.

Each would have a chair and an appropriate number of members. Committees, as per our bylaws, can also include non-Board members.

Clarifying the committee purpose and structure will improve our Board functioning by:

1. Defining the roles and responsibilities of the committees
2. Set clear expectations of Board/committee members
3. Relieve the burden on officers and one-member committees
4. Help with recruiting of new members and officers

Other Business: The annual meeting is 6/9/21 and the membership will be invited via email to attend the Zoom meeting. The officer slate, the donor list, and one by law change will be posted on the Friends' page of the Library website for members to review. These items will be voted on at the 6/9/21 Annual meeting.

To clarify in the by laws who the voting members of the FKPL board are (Article 6; Section1), a motion was made by Mike Chelstowski. The motion says that all board members are voting members with the exception of the executive director of the library and the Trustee representative. Jan Manwaring seconded the motion. All approved.

The meeting was adjourned at 8:52 pm.

Upcoming meeting dates: 6/9/21, 9/9, 10/14, 11/11 and 12/9.