

Friends of the Keene Public Library Executive Board Meeting April 14, 2021

The meeting was called to order by Jill at 7:02 pm

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

Absent: Jen English

Secretary's Report: Michelle recorded the March minutes in Kathleen's absence and emailed them to the board for review. There were no changes. *Paul Ledell made the motion to accept the March minutes as presented. Dave Meader seconded the motion. All approved.*

Treasurer's Report: Marilyn provided the current financials by email to the board for review. She reports tonight that all the tax documents for our 990 have been uploaded to our accountant, Rust and Company. They will be ready for review by the board and in the interest of timing, as they are due by May 15, the board members will acknowledge their review and approval or comment via email.

It is noted that expenditures continue for adult and youth programming. The money spent include the costs for the virtual programs offered as well as the material packets that may accompany those programs.

Kathleen Chertok made the motion to accept the March financials as presented. Dave Meader seconded the motion. All approved.

Library Giving Day: Marilyn reports that there were a total of 24 donations made equaling \$2,405. Of those she notes that 11 current members made donations and that there were 13 non members who contributed. Those 13 non members will be now be added to our membership rolls. A thank you to all that gave will be sent. Of note, a number of the donations were made through our new PayPal account. Mike gets an email each time money is contributed through PayPal and he will keep Marilyn apprised when those funds arrive for the financial records and for acknowledgments. Marti will check with the Trustees to see if there were any monies donated directly to the Library vs to the Friends for the Library Giving Day Appeal.

Director's Report: Marti asked the board members to support of the Library's budget at the virtual City Budget Committee meeting to be held on May 13 at 6:30. She notes that the City Manager passed all the library budget requests for the upcoming fiscal year to the committee

When Friends board members asked whether funds for programming were included in the

budget, she said that she did not ask for programming money due to the financial strain on the City as a result of the current pandemic. She comments that reliance on fundraising for programming is not a good thing and in future budgets expects to add it to her City budget requests. She did ask for increased funding for the equipment line item. She notes that the Friends have been the primary source of equipment dollars. She also increased her request for collection and digital services in the budget.

She comments that of the 32 library staff only 8 are full time. Two thirds of the professional level staff (those with a masters degree) are part time. Not being able to offer benefits to part time workers is making staff retention difficult.

She reports that the policy review and rewrites continue and expects that they will take another month to complete.

A second staff training is being planned around recognizing biases.

She reports that she was interviewed for this coming Saturday's Monadnock Profile which appears in the Keene Sentinel.

She reports that a preliminary draft will be written for the Trustees' Long Range Plan. This draft will include a compilation of the information gathered from the virtual SWOT meetings held by the Trustees, the Friends, and the Library staff. The draft will be completed and then presented to the Trustees for their final review and approval by the end of the month.

The position for Assistant Library Director has been advertised with a closing date of 4/30. There has been a good response, approximately 18 applications to date. Already at least 6 applications will be advanced to the interview level.

Finally she states that if things continue with increases in vaccinations numbers and decreases in reported cases locally, the Library should be able to open at some point in June with continuous hours. However there will still be pandemic restrictions/procedures in place. For example, programs would be hybrid models attended by a restricted number of in person participants held outdoors and a virtual component.

Trustees Report: Kathleen reports that there was a brief business meeting but the majority of last months meeting was devoted to the SWOT exercise.

Heberton Fund: Paul reports that the Short Term Fund has \$94,000 and is up by \$3,000 or about 3%. The Long Term Fund has \$234,000 which is an increase of 2% since the beginning of the year. He plans to speak with our financial advisor in the near future.

Paul also will be scheduling a virtual meeting of the finance Committee before the end of

the month.

Board Slate and Committees: Jill announced that Kathleen Chertok and Michelle Fuller would not be returning as board members after the June annual meeting. That will leave openings for VP, Secretary and Assistant Treasurer. Jill states that she is willing to remain on the board as a past President and would lend support to whomever is willing to accept the president's position. Jan Manwaring has indicated that she would accept that position if nominated. The officer slate must be announced at the next meeting on 5/12.

Mike will resend his February 8th email regarding new committee structure defining the roles and responsibilities of these committees. A large portion of our May board meeting will be devoted to discussion and potential adoption of these suggestions as well as having board members indicate their committee participation preferences.

Book Sale Committee: Kathleen C states that she will also not remain as part of the book sale committee after June. She asks for at least 3 board members to volunteer to join Jill and Jan on that committee. Lou-Anne Beauregard has volunteered and has already started work on a Covid policy. Mike Chelstowski tonight also agreed to join. A committee meeting will be scheduled in the near future and the committee will report back next month regarding plans for a possible fall book sale and a return to acceptance of book donations.

Other Business: The dates for the Friends' Gaming night at Wonder Casino are 5/26 through 6/4. Each night a board member will need to go and sign in. Paul reports that he has heard that the average return for a non profit has been around \$10,000 for the 10 nights allotted.

Per the by laws the annual meeting invitation to the Friends' membership has to be posted at least two weeks prior to that meeting. Our annual meeting this year will be on 6/9. Kathleen C has volunteered to send out the invitation via email. The list of the donors for the prior year will be posted on the Friends' page of the Library website.

Annual reports from the President and committee chairs will need to be submitted for the annual meeting.

The meeting was adjourned at 8:29 pm.

Upcoming meeting dates: 5/12 and 6/9.