

Friends of the Keene Public Library Executive Board Meeting April 11,2018

The meeting was called to order at 7:04 pm

Present: Jill Cielinski, Pam Knight, Kathleen Chertok, Marilyn Gemmell, Sally Rinehart, Michelle Fuller, Jane Pitts, Dave Meader, Mike Chelstowski, Kathleen Kennedy Burke and Gail Zachariah

Absent: Paul Ledell, Nancy Vincent

President's Remarks: Jill welcomed the board and thanked Pam Knight for an excellent newsletter.

Jill announced that Jen English accepted the offer to join the board and will be attending the May meeting. She went on to thank Mike and Marilyn for looking in to the possible conflict of interest related to her becoming a board member and her employment by the Swamp Bats. There was no conflict found .

Secretary's Report: (Kathleen C.) The March minutes were presented and there were no changes made. *Pam Knight made a motion to accept as presented. It was seconded by Michelle Fuller. All approved.*

Treasurer's Report: (Marilyn) The current reports were emailed to the board and printed copies were provided tonight. Marilyn notes that new campaign contributions have slowed with only 2 checks since January. More are anticipated as there are installments expected.

All the necessary documents for the 990 tax report have been sent to the accountant. The date that is due with the IRS is May 15. Due to the donations that were channeled through the Friends the 990 is now the long form. All boards members will have an opportunity to review the document once it is prepared by our accountant.

Kathleen C made the motion to accept the treasurers report and it was seconded by Michelle Fuller. All approved.

Director's Report: (Gail Z for Nancy V) The staff is beginning to plan for schedule and space changes with the various programs due to the renovations that will be in the library proper. They will be trying to limit the disruption as much as possible.

Gail also reports that she is looking into various grants that might be available for equipment purchases that maybe needed in Heberton Hall not funded in the contracts and monies already raised.

Gail also reports that the WIFI Hotspot is now functional and a monthly bill will be coming. This was a budgeted item in funds provided by the Friends.

Trustees Report: (Kathleen K. B.) The Trustees met on March 27th. They discussed the library link with KSC and the share of the cost for this.

Also discussed was adding electrical wiring now with the walls open in Heberton in anticipation of future needs beyond what is currently contracted in the renovation.

Dedication committees are being formed and beginning to look into the various aspects of acknowledging all involved. Jill, Jane and Pam from the FKPL are involved in this dedication and recognition process with the Trustees.

Nancy V has suggested to the Trustees that a volunteer program be put together for help in guiding the public to the new spaces once the renovation is complete.

Heberton Fund: (Jill for Paul) The Heberton short and long term funds were down early in the year but since March they have recovered.

Membership: Sally reports that the Annual Appeal letter is in draft form and ready to be reviewed. Pam has volunteered to help with some formatting questions. It is expected to be sent out in early May.

Book Sale Committee: (Kathleen C.) Research was done regarding the purchasing of a new book donation bin. The best price available came from BroDart costing 1299.00 plus 220.83 for freight. If purchased the bin should arrive in 10 business days. *Sally Rinehart made a motion to approve an increase in the original budget for the amount of 1519.83 to purchase this bin.*

Pam Knight seconded the motion. All approved.

Kathleen C. will order the bin tomorrow April 12, 2018.

The committee is planning on reopening the donation bin on May 1 and it would be nice to have the bin for that date. For large donations of more than 2-3 boxes the committee hopes to have folks contact through our email for direct drop off at County Hall. Signs have been made and will be posted here at that library indicating the reopen date in the next week.

The Tuesday and Thursday presort/transport days will begin May 1 and again there are very limited volunteers at this time for that task due to the physicality of that process. The book sale committee members including Will Collins from the Badger Company will each be a team leader on those various days and welcome any help.

The monthly pricing and categorizing days starting in May on the 3rd Thursday of each month until the October sale have been sent to Chris Coates at County Hall for his review and scheduling. We are waiting for his confirmation.

KLAAC Update: (Jane) Both Paul L. and Jane were at the meeting which was held today 4/11. The dedication and recognition committees were being formed and as mentioned Pam K. in addition to Jill and Jane are on committees.

The Recognition committee is looking at ways to recognize all of 450 donors and partners in this project.

Jane reports that the second contract was signed and a schedule is being developed for that work which will involve various updating in the library itself.

The construction project remains on schedule and Sean Wiley is taking still photos to document the project. There are also time lapse photos available of the project through the library website.

She also reports that Melanson has donated both their time and copper material to make the time capsule that will be part of the renovation project. Chuck Redfern is overseeing that committee.

Other Business: Jill reported that a full report will be presented at the next meeting regarding insurance updates and waiver needs for volunteers. She is waiting to hear back from The City regarding their requirements.

She did have information back from Jen Hakala at Masiello regarding cost for increasing our general liability coverage from 500,000 to 1,000,000 per event for only an additional 29.00 to our current premium. *Kathleen C. made the motion to increase our liability coverage to 1,000,000 for the additional 29.00. Mike C. seconded the motion. All approved.*

Jill reports that currently there isn't an author to speak at a Spring annual event. So, at this time the plan is to consider an event in the Fall.

Of note, it is mentioned that our next meeting in May is our annual meeting.

Newsletter Committee: Pam is looking for articles for the summer newsletter and is still seeking responses to her question in the spring newsletter asking members if they'd rather receive an electronic copy vs paper copy.

Upcoming meeting date: Annual Meeting of the board is May 9, 2018

The meeting was adjourned at 8:33 pm