

Friends of the Keene Public Library  
Executive Board Meeting December 12, 2018

The meeting was called to order at 7:02 pm

**Present:** Jill Cielinski, Pam Knight, Kathleen Chertok, Marilyn Gemmell, Sally Rinehart, Michelle Fuller, Jane Pitts, Jen English, Dave Meader, Mike Chelstowski, Paul Ledell, Nancy Vincent, Kathleen Kennedy Burke and Will Collins

**President's Remarks:** Jill called the meeting to order after we enjoyed a pre-meeting dinner generously provided to us by Jen Alexander. She welcomed Will Collins who is joining the meeting tonight. He is currently a book sale committee member and has been asked to join the board. He is the purchasing agent for the Badger Company, and lives in Keene with his wife and their cats.

She reminded us that the Library Volunteer Tea will be held Monday 12/17 from 1:00-3:00PM here in the Trustee Room and that invitations had gone out by email. The FKPL will provide a basket of Lindt chocolates as a 'thank you' donation for volunteers.

**Secretary's Report:** Kathleen: The minutes were presented and there were no changes or corrections. *Michelle Fuller made a motion that the minutes be accepted as presented. Marilyn Gemmell seconded. All approved.*

**Treasurer's Report:** Marilyn: The treasurer's reports were emailed as well as provided. Noted is the recent \$50,000 of donor monies that were transferred through the Friends to the renovation/expansion.

Also, because of the renovation/expansion, some of the programs for which funds were budgeted (2018 budget) by The Friends for library use did not happen; those unused funds remain in our coffers. They could be used in 2019 if a special need request arises from the library staff that is not provided for in the current 2019 budget.

*Kathleen C made a motion that the treasurer's report be accepted as presented. Paul Ledell seconded the motion. All approved.*

**Heberton Fund:** Paul: With the losses in the market this year our funds gain/loss percentages as of today's date are "flat" he reports.

**Budget Addendum:** At our December meeting we approved as part of our 2019 budget \$18,000 for adult and youth programing as well as \$32,000 for collection development, new equipment, service contracts, and materials.

Tonight Nancy reports (for Gail Z) that this years breakdown includes a lot of the standard ongoing expenses but there will be certain category adjustments to cover several increased costs. These are: 1) Increased cost for year round family dances as there will be air conditioning available. 2) Increase cost for the aquarium maintenance. 3) A new LCL projector to be purchased. 4) The purchase of quiet keyboards for the adult computers.

**Directors Report:** Nancy: The two newly hired library aids have started working this week and having them is already helpful. She notes ongoing staffing redistributions as they look to have more of a staff presence on the weekends and coverage for the new spaces. The current approach regarding staffing and other needs is to continue the readiness approach they have been working on since the project started.

She notes that the new teen and youth areas are open and policies have been developed as to who can be in those areas. Jay, Teen Librarian, oversees the teen hours from 2:00-6:00PM and has a good relationship with the teens.

She notes that the actual work being done in the existing library space should be completed by the end of January. She reports that patrons are supportive of the renovations and have made very few complaints due to the disruptions.

**Trustee Report:** Kathleen K B: She and Judy Putnam attended a day long conference on the hiring process for a new director. The Library Trustee Association sponsored this workshop and she states it was a good forum for sharing and discussion.

She notes that she and 7 other trustees had a tour of the new space and describes it as very impressive.

**Project Update:** Jane: The project is currently 80% complete with a mid to late February finish date now projected. Currently, site work continues on the West Street side of the building and finishes proceed in Heberton Hall. She notes that donor rooms are being assigned but there is a process through the City Council for approval in naming these rooms. So as not to delay occupancy each room will also be assigned a number which is an ADA accessible requirement.

The donor wall committee is coordinating signage of both the donor recognition wall and the rooms.

She notes that Trustee Paul Henkel continues to be involved with the sound systems and audio visual equipment that is desired. He is also looking into a portable system to help the hearing impaired.

Further, it's noted that the Time Capsule will now be presented on April 14, 2019, the

anticipated date for the dedication. The FKPL will provide a letter to future Friends as well as documents providing the history of the Friends and about the legacy to the FKPL of Heberton Hall. A project brochure as well as a couple of the FKPL newsletters will be included along with a copy of the first FKPL minutes that Jane has from August 8, 1982.

Jane reports that a laptop was purchased after last month's funding approval by the board. It is a Hewlett Packard Pavilion that was on sale on Cyber Monday at a cost of \$649. It has enough storage for needs related to the campaign as well as for future use by the Friends. We also purchased a Microsoft Suite software package for \$119. Jane will work with Julie (the campaign paid staffer ) to transfer all the campaign information onto it in the next few days.

She notes that she also renewed the campaign domain and site for another year.

**Newsletter Committee:** Pam: She asks for articles for the next newsletter and plans to push back the distribution date into early February.

**Book Sale Committee:** Kathleen: There was an early December book sale committee meeting but the committee was unable at that time to have another tour of our new space. No decisions have been made yet about shelving, or storage units etc. These decisions are planned after another site visit. Jill is checking about covering our concrete floor area with an industrial carpet before construction activities are complete. Book donations have not been accepted since the October sale and donations acceptance will not resume until we can access our space. This puts the spring sale scheduled for April 5-7 in jeopardy. Our next committee meeting is January 8, 2019.

**Other Business:** Jill: It is time to complete the yearly conflict of interest forms. Jill had provided those by email but has also brought blank copies tonight. She reminds all of us to come to the Library volunteer tea on December 17.

Meeting Adjourned at 8:36pm

**Upcoming meeting date:** 2019 dates are: 1/9, 2/13, 3/13, 4/10, 5/8, and 6/12.

**Spring Book Sale:** If held April 5-7, 2019