

## Friends of the Keene Public Library Executive Board Meeting May 9, 2018

The meeting was called to order at 7:04 pm

**Present:** Jill Cielinski, Kathleen Chertok, Michelle Fuller, Jane Pitts, Sally Rinehart, Dave Meader, Mike Chelstowski, Paul Ledell, Nancy Vincent, Kathleen Kennedy Burke, and Jen English new member arrived at 7:15 pm as instructed.

**Absent:** Pam Knight

**President's Remarks:** Jill welcomed the board to the annual meeting. She went on to state that the first order of business was to present Jen English's nomination to the board for review and vote. No objections were noted to Jen's nomination. *Dave Meader moved to approve Jen's nomination to the board. It was seconded by Sally Rinehart. All approved.*

Jill stated that the annual report would be presented at the end of tonight's meeting and that the individual committee annual reports would be attached and provided to the board also.

**Secretary's Report:** (Kathleen C.) The minutes from the April 11, 2018 meeting previously sent by email to the board members were presented. There were no changes made. *Paul Ledell moved that the minutes be accepted as presented. Mike Chelstowski seconded the motion. All approved.*

**Treasurer's Report:** (Marilyn) Copies of the financial reports previously sent out by email for review were presented. Of note, the printing bill for the January newsletter came late making that expense line item in this month's report look high.

The 990 tax report has been completed and now needs to be signed off by the accountant. A copy of this will be available to board members for review through a portal that will be sent to Marilyn.

Also noted, our calendar year runs from January 1 through December 31, whereas the City of Keene calendar year runs from July 1 through June 30.

*Kathleen C made a motion to accept the Treasurer's report as presented. Paul Ledell seconded the motion. All approved.*

**Heberton Fund:** (Paul) The fund reports shared are through April 2nd, but as of May 1 there hasn't been any significant change. The long term fund since January 2018 is down about 2% and the short term fund is down 1%. Overall the market itself is down about 2% this year. Since inception, January 2009, both funds have gained about 8%.

**Reading with Ribby:** (Jen) As requested Jen arrived at 7:15pm and was given a welcome by the board. She reports that she is looking forward to her involvement and jumped into her first presorting day at the book bin the day before. Jen went on to present information about the

Reading with Ribby Program and upcoming celebration at the Swamp Bats game on June 12th.

A logo has been designed for the bookmarks and T-shirts and will be used going forward. This year 16 schools plus the Head Start program were involved and the program continues to get positive feedback from the schools and reading specialists. 1,430 students participated this year. There was also a presentation at the library through the youth programming with the help of librarian Gail Zachariah. Bookmarks, recording students reading, are due in April from the students that participate. Of note, the FKPL provides \$5,000 yearly to support that educational reading program.

**Trustees Report:** (Kathleen KB) The most recent meeting was 4/24/18. They noted over \$17,000 in various gifts and grants from a cross section of sources including the NH Charitable Foundation have recently been made to the library.

The dedication committee formed in January is working on ideas including possible performances and tours once the expansion is complete.

The Policy committee is looking into the non smoking policy. (see NV director's report)

**Director's Report:** (Nancy V.) Nancy explained that currently there is no ordinance prohibiting smoking outside on City property. She and Andy Bohannon are working together to craft a proposal to submit to the city council to encourage that they pass such an ordinance prohibiting both smoking and drug use on city property. Currently it is up to individual municipalities to craft their own enforceable ordinances.

Also noted, The City has reached an agreement with KSC to continue to link the libraries. It involves an upgrade of the software system which will happen in June.

There is now a time lapse monitor showing the ongoing renovation project adjacent to the main library desk.

The new city budget will be voted on 6/7/18 and the library portion per Nancy was "pretty much status quo".

There is planning now to recruit volunteers to help direct and explain the new layout once the renovation is complete. These volunteers will need background checks as required by The City, so recruitment will start soon. Also some of the staff will shift their normal schedules to help out with orienting patrons during the day and evening.

**KLAAC:** (Paul) It was a brief meeting that included a tour of the progress in Heberton Hall. The construction is going well. There was a brief delay related to soil contaminates, but time lost due to that will apparently not impact the completion date.

**Project Update:** (Jane) As above, there is good progress and the completion date is still on track for the end of October. She also notes campaign fund pledges are arriving on time.

**Book Sale Committee:** (Kathleen C.) The bin arrived damaged so it was not accepted on delivery. Brodart was contacted and has filed a claim against the freight company and a

replacement bin is ordered and expected soon. No payment has been made to Brodart at this time.

The old bin was put in place for the May 1st opening and donations have poured in. Teams of at least two people led by committee members will presort and box the donations on Tuesdays and Thursdays each week. We will also restart the monthly categorizing/pricing days generally to be held on the 3rd Thursday morning each month in Delegation Hall. All volunteers and newcomers are invited to help with either activity.

We also will continue to accept donations directly at County Hall for donors with 3 or more boxes. They can contact us through the Friends' email.

**Membership:** (Sally) Stationery and reply cards need to be ordered and a quote including the initial design was for \$150.00 for a run of 300. The letter will be ready to go out by the end of June.

**Newsletter Committee:** (Jill for Pam) The newsletter will go out before the end of school which is 6/18 and will have summer children's programs listed. Gail is working on this. Kathleen C will do a bin update. Jen will provide a self profile as a new board member and there will be a report on the construction progress. Pam is also looking for any museum reports from pass users.

**Other Business:** (Jill) Insurance coverage as it applies to waivers required of all volunteers is still being worked on with questions out to the City Attorney. In the meantime all volunteers will continue to use the sign in/out book. The City of Keene was added to our general liability policy for an additional \$29.00.

Attached are the copies of the President's Annual Report which Jill read to the board as well as the annual reports written by each of the committee chairs.

**Upcoming meeting dates:** June 13, 2018

Mr. Gemmell's Reading with Ribby Night at the Swamp Bats is June 12 @ 6pm.

We will resume monthly meetings in 2018 on 9/12, 10/10, 11/14 and 12/12.

Our 2019 schedule is 1/9, 2/13, 3/13, 4/10, 5/8 and 6/12.