

Friends of the Keene Public Library Executive Board Meeting November 14, 2018

The meeting was called to order at 7:05 pm

Present: Jill Cielinski, Pam Knight, Kathleen Chertok, Michelle Fuller, Marilyn Gemmell, Sally Rinehart, Jen English, Dave Meader, Nancy Vincent

Absent: Mike Chelstowski, Paul Ledell, Jane Pitts, Kathleen Kennedy Burke

President's Remarks: Jill thanked everyone for their efforts in helping with the book sale. She states we are looking forward to a simpler process in acceptance and storage of donations once we can move into the new space at the library. She also thanked Marilyn for all her efforts in getting the 990 tax forms completed and submitted on schedule.

Secretary's Report: Kathleen C. The October minutes were presented. They had previously been emailed to the board for review and comment. There were no changes or corrections. *Sally Rinehart moved that the minutes be accepted as presented. Pam Knight seconded the motion. All approved.*

Treasurer's Report: Marilyn G. Copies of the financials were provided and also previously sent to the board by email for review. She noted the final quarter of the Heberton annuity was received after this report was written so that the total for the year is \$47,949. This exceeded the projected budgeted amount for 2018. *Kathleen Chertok moved that the financial reports be accepted as presented. Michelle Fuller seconded the motion. All approved.*

Director's Report: Nancy V. Nancy reports that due to the renovation the annual holiday volunteer luncheon will be changed to a reception to be held on December 21 in the Trustee room from 1-3pm.

Further she notes that two new circulation aides have been hired and their background check process is almost complete.

Trustees Report: Nancy V. for KKB reports that the Trustees voted to spend \$5,000 and purchased two new trees for the West St. side of the library replacing the recently removed trees. A Sweet Gum and a London Plane will be planted in the spring.

Finance Committee Report: Jill and Marilyn reported for Paul who was unable to attend

tonight. The committee met in the week prior to this board meeting and developed a budget for 2019 to be reviewed tonight. The budgeted income from the Heberton annuity was increased by \$5,000 for 2019 due to positive returns from that funds this year. \$5,000 income was budgeted for a spring book sale. It's a smaller amount due to the ongoing renovations and not being able to accept book donations currently. It possible that there may not be a sale or only a small one.

On the expense side of the projected budget small increases were made to the adult and youth collections and to program development.

Once the budget is approved, Gail and Sean representing the library can submit program needs for review.

Dave Meader made a motion to accept the 2019 budget as presented. Sally Rinehart seconded. All approved.

Jill notes other items discussed at the Finance meeting were :1) a recommendation by our accountant that the FKPL board should set up a written process/policy for acceptance of the 990 tax report. 2) It was also recommended that a whistle blower policy be considered and the committee plans to look in to this further to see if there is an actual need. 3) The committee plans to establish a written policy regarding record keeping of the Friends' documents.

To this end, Jill noted that the Friends need a dedicated computer. Currently the one given to the Friends for use during the campaign has failed. Jill suggests that the Friends approve up to a \$1,000 to be used to make this purchase.

Pam Knight made a motion to allocate up to \$1,000 for the purchase of a new computer. Jen English seconded it. All approved.

KLACC/Project Update: Jill reports that the project is about 70% complete. The projected completion date at this time is probably mid January. The delays relate to a variety of factors but the main one has been the ground water issue.

She reports there has been discussion of being able to connect the Heberton Hall and the Temple rooms via closed circuit tv. Further, the time capsule project will include written accounts by Middle School students about life at this time.

Pam reports that the Dedication committee is now planning for the ribbon cutting event to be held April 14, 2019, from 2-6 PM. It will include various performances by local groups as well as an open house with tours of the new space by the Finders (the vetted volunteers) being trained to assist patrons in finding and using the new spaces.

Book Sale Committee: The book sale gross was 10,137.08. It was noted that overall the

attendance was down. Jen has offered to look into marketing the event more broadly for the next sale.

Kathleen reported that the book sale committee met yesterday to review the sale and to begin to plan for setting up the new Friends' space in the library. She notes that the permit, required by the City, to place a sign at the Post Office has been obtained for the proposed sale dates in early April. The committee will meet next on December 11. They hope, if possible, to again tour the new space for planning needs. They have discussed and plan to have better and more consistent pricing guidelines for our volunteers to follow. Also, they want to be more selective regarding certain categories and limit the number of books available from them.

Sally made the suggestion to consider the feasibility of offering books for sale on an ongoing basis by establishing a dedicated space/shelving where donated and priced books could be displayed. How to handle receipt of monies would need to be figured out so as not to put a burden on the library staff as well as be secure. She also noted that the committee consider increasing the prices of the books at the sale. As noted above, the committee does plan on having better, consistent pricing guidelines.

Jill notes that the committee plans to look into trying out one of the book pricing apps that the dealers use. It might help us with consistent and more accurate pricing.

Related to the book sale, Jill mentioned the wonderful work the Rotary and Interact Clubs do in helping to set up and close out after the sale. She mentions that we usually thank them for their efforts by making a donation of \$300 to the Interact Club.

Pam Knight made the motion to recognize their work with a \$300 donation. Michelle Fuller seconded. All approved.

Other Business: Sally Rinehart continues to pursue how to deal with and make money from the extensive Life Magazine collection the library has offered to the Friends. She and Jill will examine them more closely when they can be accessed from their storage spot. It is known that some are extremely friable and may not have any value. Sally will keep us updated.

Jill reports that she is still waiting to hear back from Jen Alexander regarding the dinner for the Friends.

Jill has spoken with Will Collins about joining the board. He is very interested and they will be meeting to discuss it further.

Finally she reports that Gail Zachariah sent a request to the Friends asking if we'd be willing to become fiscal agents for a C&S grant. The grant would be for the group, Alchemist Workshop, located in Henniker, NH. They have won awards for their

productions in the past and are currently working on a new play that has to do with Ruth and Harriet Huntress (Trustee 1927-1967). They would like to present here when the renovation is complete. To qualify for a C&S grant a nonprofit has to be located within 20 miles of C&S. Hence they are wondering if the Friends' would act as a fiscal agent. The board felt there were many unanswered questions and some liability concerns. Jill will reach out to Gail for more information before any decision can be made.

No calendar updates nor changes to the Board member list.

The meeting was adjourned at 9:05pm

Spring Book Sale: April 5-7, 2019

Upcoming meeting dates: December 12, 2018

2019 dates: 1/9, 2/13, 3/13, 4/10, 5/8, and 6/12