

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

The meeting was called to order at 7:06 pm

**Present:** Jill Cielinski, Pam Knight, Kathleen Chertok, Sally Rinehart, Michele Fuller, Dave Meader, Paul Ledell, Marilyn Gemmell, Jane Pitts, Kathleen Kennedy Burke, Nancy Vincent. Also guests: Tracy Snow, and Gail Zachariah

**Absent:** Mike Chelstowski

**President's Remarks:** Jill welcomed the board and guests back after the summer hiatus. She thanked the board members for their ongoing help with the book donations at the bin as well as on the monthly pricing days. Next she introduced Tracy Snow and Gail Zachariah from the library youth department to report on the IMLS 3 year grant received totaling \$244,142.00.

Stacy and Gail: The project called "Little Makers: Library STEM and Maker Activities for Very Young Learners" is scheduled to start October 1, 2018 and go through September 30, 2021. It will target children ages 2 to 6 years. The project will create and deliver STEM and maker learning experiences for young children. It will also provide training and resources that will equip librarians and educators to offer high quality science instruction and facilitation with young children. The project will result in a researched based effective practices framework for developing early childhood STEM and Maker experiences in libraries. The resources developed will be shared with libraries and educators.

The Youth staff here will be working with a stellar advisory group from around the country including Dr. Marie Thomas. Partner institutions will include Cheshire Children's Museum, Boulder Public Library's maker space called BLDG 61, the Brooklyn Public Library, and Skokie Public Library.

They report that in Keene they expect to start offering programs in February 2019 targeting parents and educators.

This week the grant report will be brought to the City of Keene finance committee for review and acceptance.

**Secretary's Report:** (Kathleen) The June 13, 2018 minutes previously sent out to the board were presented. There were no changes/corrections made. *Dave Meader moved that the minutes be accepted as presented. Sally Rinehart seconded the motion. All approved.*

**Treasurer's Report:** Marilyn provided copies of the financials through August 31, 2018 and had provided reports via email during the summer hiatus. There were no campaign expenses in August she reports.

She provided quarters for the parking fund in August. These can be used by FKPL volunteers to cover their meter fees.

She reports paying the WIFI Hotspot invoice monthly when it arrives in her Friend's mail box vs accessing the invoice online via a city account.

She also mentions receiving \$670.00 to date in memory of Chris Weeks which shows under the miscellaneous category. Finally she notes that donations are coming in from the annual campaign letter and that the new envelope design is working well. She will provide more detail about membership renewals next month.

*Jane Pitts moved that the treasures report be accepted as provided. Dave Meader seconded the motion. All approved.*

**Heberton Fund:** Paul provided both long term and short term performance summaries for the Heberton Funds. The short term fund from the beginning of this year through August 31, 2018 is 0.33% with an annualized return since inception of 8.20%. The long term fund since the beginning of this year is showing a modest gain of 0.78% and an annualized return since inception of 8.04%.

He notes he has a meeting to review these funds with the Edward Jones broker later this month.

**Trustee Report:** Kathleen K.B. reports that there were two meetings in August. The first was the Trustee Annual meeting and there is a 54 page annual report from that meeting.

On August 28, 2018 their regular meeting was held and Kathleen is reporting highlights from that meeting. At that time, it was reported to the Trustees that the renovation contract #1 was 50% completed and contract #2 was 60% completed.

They were given an update via an arborist regarding landscaping and tree removal/sparing that will need to take place as a result of the renovation/expansion. She notes that The City has approved the tree removals that need to take place.

The deadline for the Time Capsule items is September 15th and that committee is still accepting items.

The 120th library anniversary will occur in February 2019 and at that time as part of celebrating that event a dedication of the time capsule will take place.

Finally the Trustees provided the library \$30,000.00 to purchase a new reference desk. These monies will come out of a Trustee discretionary fund.

**Director's Report:** Nancy reports that on the library side of the renovations the carpet replacement continues. Some of the windows have been removed to be restored also.

She notes that the staff has been great about all the disruptions and the public has been generally sympathetic.

Also she mentions that there will be some staffing changes with some increases in position hours for library aids and with the cataloging position. They are also working on how staff will be deployed to cover the new areas.

She notes the purchase of the reference desk and shelving will mean the old unit will be available and wondered if the Friends might want it for their new space when the renovations are complete. This offer is appreciated and will be considered as plans are made for the new donation storage space.

**Project Update:** Jane reports on both the project and KLAAC and notes that construction completion is now targeted for December 1,2018. At this time the project is 65-67% complete. She notes in the annex building some rooms are even beginning to be painted. She also mentions that the dewatering continues and is expected to continue another 3-4 weeks.

She comments also about the landscape/tree situation and that the Historic District has given approval for the changes required. The Linden tree will remain and extra spacing around that tree will be created.

**Capital Campaign Update:** Jane notes new campaign donations came in over the summer including one in the six figure range. Pledges are also being paid on time.

The donor recognition committee is zeroing in on a design and a space for that design. They will be sending out a letter in a month to all donors to confirm their individual wishes on how they may want to be acknowledged.

**Book Sale Committee:** Kathleen C. reports brisk book donations over the summer. She acknowledged both the Badger Company and KSC for their help with sorting/pricing on two separate community volunteer days in August. It allowed for catching up with all the sorting and pricing that needed to occur. The next pricing day is September 20,2018. There will be a final pricing day on October 11 before the book sale starting October 19th.

She also reports that the donation bin will close as of the end of September and won't

reopen until the new donation space is available back n the library.

The committee acknowledges how generous the County has been with the loaning of storage space and use of Delegation Hall for pricing days and the actual book sale.

**Newsletter Committee:** Pam reports that the Fall newsletter will go out in early October. She is looking for articles. Gail and Tracy will provide one on the new grant. There will be a construction update. There will be a book bin update including information of the bin closing. Jen will write one on the Reading with Ribby program. The articles need to be emailed to her by the end of the month.

**Membership:** Sally/Marilyn : As noted by Marilyn above, the new envelope is working well, and she will provide more specifics to the annual appeal letter at our next meeting.

**Other Business:** Jill requests a person to accept the book sale proclamation from the mayor at the City Council meeting on October 4th. Dave Meader says he will.

A book sale board member sign up sheet was passed around and will also be emailed out. A board member is required to be the team leader for each shift.

The meeting was adjourned at 8:50 pm

**Upcoming meeting date:** October 10,2018.

**Fall Book Sale:** October 19,20,21 2018