

## Friends of the Keene Public Library Executive Board Meeting October 10, 2018

The meeting was called to order at 7:05pm

**Present:** Jill Cielinski, Pam Knight, Kathleen Chertok, Michelle Fuller, Marilyn Gemmell, Jane Pitts, Sally Rinehart, Jen English, Mike Chelstowski, Kathleen Kennedy Burke

**Absent:** Dave Meader, Nancy Vincent

**President's Remarks:** Jill welcomed the board and passed around a thank you note from Mary Fay. She also distributed a master calendar for the year and a current board member list with contact data.

She presented the new waiver form that all volunteers will be required to sign but explained that it will be a one time requirement. It will cover all FKPL volunteer participation activities. This form has taken a year to draft and finalize with the input from the City. A suggestion was made to add a print name line as well as the signature line. Jill plans to send the draft back tomorrow to the City for final approval and have it available for signing in time for the book sale.

Shift information regarding the upcoming books sale was also distributed and the book sale committee will be sending out shift confirmations to volunteers.

Finally she thanked Pam Knight for getting the Fall newsletter put together and mailed to members.

**Secretary's Report:** Kathleen C. The September minutes were presented. Previously they had been emailed to board members for review. There were no changes or corrections. *Jane Pitts moved that the minutes be accepted as presented. Michelle Fuller seconded the motion. All approved.*

**Treasurer's Report:** Marilyn G. Copies of the financials were provided. They had also been emailed to board members for review. She reports an additional memorial donation. Also this month there was an expense for maintenance of the microfiche machine.

Finally, she reports that since all the monies allocated for library interns weren't used it went toward the balance of the cost of the lactation pod which will be located in the Youth Dept. The Trustees had received a grant covering half the cost of this item.

*Sally Rinehart made a motion that the financial report be accepted as presented. Pam Knight seconded the motion. All approved.*

**Trustees Report:** No report

**Director's Report:** Jill (for Nancy) reports that Bartlett Tree service has begun the root work needed to protect the trees and landscape on the West St. side of the project. Also she notes that the arborist confirmed the need for the removal of the two sugar maples on the West St. side due safety concerns. They are at the end of their lifespan and aren't safe to leave.

The Trustees are going to look into the possibility of using some of the wood from those trees for something in the new space.

**Project Update:** Jane reports that Engelberth is working with NGM regarding the Bus stop cut out that will be on West St.

Recognition letters were sent out asking donors to indicate how they would like to be listed on the donor wall.

Also, a chair type has been chosen for the Temple Room in Heberton Hall.

Pam K. reports that the Dedication committee is currently planning for the dedication to occur on either January 13 or February 10, 2019.

The date will be finalized closer to knowing the exact completion date of the renovation project.

Further, she reports there will also be a celebration on February 28, 2019. This date will coincide with 120th anniversary of the library being located in its current building. At that time the Time Capsule will be presented and there will be various performances from local groups.

**Book Sale Committee:** Kathleen C. The donation bin was closed as of September 30th and signs posted indicating a probable return in January 2019 when we're able to use our new space in the library. A laminated sign was also posted on the outside book return bin to indicate that book donations can't be put in that bin.

Tomorrow 10/11/18 will be the final pricing day before the book sale with 80-100 boxes of books to be priced.

As noted volunteer sign up for the sale are complete and confirmations to go out via email or phone calls.

Of note, The County will allow us to store our empty boxes in the storage rooms until we

access our new space.

The book sale committee was taken on a tour of our new space under the connector and layout diagrams have been provided to us from Engelberth. After the sale we can begin to plan/design how we'd like to layout the space and see what items we may need to purchase to process our donations in the future as well as some office space file cabinets for our records etc.

Also reported was the current transfer station requirements for recycling of paper and hard cover books. Soft cover may be recycled as paper but hard cover books need to be kept separate and will need a separate transport from what is currently done at the library to the transfer station. The book sale committee will look to address this once we're in our new space.

**Newsletter Committee:** Pam will be looking for articles for the Winter newsletter and will be asking for one on the lactation pod among other topics.

**Membership:** Marilyn reports that there were a total of 102 donations in the year 2017. This year to date 88 membership donations have been received. There are 4 new memberships noted; 11 donors have given twice this year and since the annual appeal letter sent in June 38 donations were received.

**Other Business:** Sally is doing some research related to the collection of Life Magazines that the library has offered us. She will continue to follow up on possible sale options and report back as she has more information. The board will then consider whether to move forward in offering them for sale in some manner.

Jill reports that enough of the board felt positive about accepting Jen Alexander's offer of the catered dinner she purchased at the Stonewall Farm Art auction. She has contacted Jen to accept her offer. Final details about where and when will be shared with the board when available.

Jill next asked the board to consider Will Collins as a potential new FKPL board member. Will is currently an active book sale committee member and is felt to be an excellent candidate to join the board. He is the supply manager at the Badger Company and has brought other Badger employees into our volunteer pipeline. He lives in Keene. The board concurred unanimously that Jill should approach Will about joining the board.

Paul as head of the finance committee will schedule a finance committee meeting after the upcoming book sale.

Of note it was mentioned that the time capsule deadline for item suggestions has been extended. The FKPL is planning on offering some of our newsletters as well as

item(s) related to our Katharine Heberton connection.

**Final Book Sorting : October 11, 2018**

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

**Upcoming meeting date:** 2018 dates are: 11/14 and 12/12  
2019 dates are: 1/9: 2/13, 3/13, 4/10, 5/8, and 6/12

Meeting was adjourned at 8:34 pm