

Friends of the Keene Public Library Executive Board Meeting – April 12, 2017

The meeting was called to order at 7:05 p.m.

Present: Jane Pitts, Jill Cielinski, Marilyn Gemmell, Paul Ledell, Nancy Vincent, David Meader, Pam Knight, Mike Chelstowski, Sally Rinehart, Michelle Fuller, Kathleen Chertok, Jean Kostick

President's Remarks: (Jane)

Kathleen Chertok is joining the Board and will take on the role of Secretary when Jean steps down in June.

NHPR Exchange on the Road in Heberton Hall was a resounding success, with approximately 120 attendees. The panelists were well spoken and informative, and Laura Knoy did a great job facilitating the discussion. Final 25 minutes were devoted to audience questions. Kristin's Bakery did the catering.

Jane went to City Hall last Thursday and accepted the Mayor's Proclamation.

Jane thanked Pam for publishing another excellent newsletter. She also thanked the Board for putting so much work into our latest book sale.

Secretary's Report: (Jean)

Paul made a motion to accept March 2017 minutes. Mike seconded. All approved.

Treasurer's Report: (Marilyn)

(Report attached)

There were five pay days in March, so the Campaign Manager received five paychecks; Marilyn was also gone for half of February so that portion was also paid in March (which is why that number looks high).

Michelle made a motion to accept the Treasurer's Report as prepared by Marilyn. David seconded. All approved.

Heberton Funds (Paul)

Short-Term Account through March 31, 2017, has a YTD return of 2.51%
(8.68% since January 1, 2009)

Long-Term Account through March 31, 2017, has a YTD return of 4.93%
(8.18% since January 1, 2009)

Funds are doing well, in line with the market.

Finance Committee (Jane)

The committee met a couple of weeks ago. When Jane steps down as Board President, she will remain on the Board but will step down from committees as well. Mike will join the Finance Committee and Paul will now chair that committee in Jane's place.

Patty was hired through a leasing agreement with the 1911 Office. The committee has set up a similar arrangement for Julie Dixon, who will fill the gap after Patty leaves, serving as gifts administrator and providing Campaign support. Julie's start date was April 2, so she has a full month to overlap and train with Patty. Julie is currently retired

but brings much experience (with KSC and Antioch) working in development offices of capital campaigns. She will work 12 hours/month.

The Committee reviewed Friends' gift to Capital Campaign (\$250,000). Nearing the end of the Campaign, the Friends would like to gift the difference of whatever funds we have minus \$100,000 (which will remain in the account). Committee is working out the timing of that. (A vote was previously held on this item; Committee simply reviewed this.) As of now, the gift total would be \$70,000, but the market could change at any time.

Director's Report/Trustee's Report (Nancy)

Kathleen Kennedy Burke has joined the Trustees. She has library training.

Jennifer Bone, the Assistant Director of the library, has announced her retirement. She was the last staff member hired by Kay Fox. Her last day will be June 1st, but she has vacation time as well, so her actual last day will be in May. Nancy would like to recognize Jennifer appropriately, as she will be greatly missed.

KLAAC (Jill)

Jill, Jane, and Paul attended a KLAAC meeting this morning, went over five main issues:

1. Ironing out a few points on development agreement. Friends will be part of that approval process.
2. Attempts to secure historic tax credits were not successful; library did not qualify.
3. Friends will have a chance to meet with Jeff Hoover.
4. New Market Tax Credit update: Guaranteed maximum price document is driving that process right now. MEDC will get the document on May 5, will do some work on it, and then there will be a meeting on May 17. If things go as hoped, tentative groundbreaking will be on July 26, with a 12-month construction schedule.
5. Fundraising update.

Capital Campaign Update (Jane)

87% of funding has been raised, for a total of \$4,352,700+.

\$141,000 of that has been matched, leaving approximately \$260,000 of a donation for potential matching funds.

There's a new newspaper ad running, a series of how people are using library space. Capital Campaign Committee is still very active in the community, making asks. This is a slower time in the Campaign, but still steady. Patty will send an email and/or personal letter of appeal to some who attended the NHPR event. Dita Englund wrote a letter to the Sentinel editor, and Jane will be writing a thank you letter about the book sale which will include information about the Campaign.

Other ways of highlighting the Campaign in the community:

1. Eventually do a spread in the Sentinel with a solid figure of amount of tax credits awarded, schedule, pictures, etc.
2. Groundbreaking event for all involved in the Campaign, hopefully by mid-August.
3. A Monadnock profile of some folks working behind the scenes of the Campaign.

Book Sale Committee (Jane)

Book sale yielded \$11,660 (gross) profit, right in line with last spring. Very successful sale. There were a few customers who were reluctant to leave when told we were closing for the day, but otherwise, some great stories too, with people buying books for

others who didn't have money, etc. When Rotary moved boxes of books for the book sale, Mike counted 780 boxes. We still need to work on pricing consistency. Monadnock Interact Group and Elm City Rotary helped set up tables and pack unsold books. We will thank the Interact group again with a \$300 donation.

Jane will meet with Chris Coates about sorting procedures in the new space. Jill has ordered a "cease donations" sign for over the bin.

Membership/Annual Appeal Letter (Sally)

Pam will put appeal letter on letterhead template. Marilyn will then do a mail merge and give to Sally for distribution.

Other Business (Jane)

This is Patty's last month after working for a year and a half. Jane asked the Board to approve money for a parting gift.

Paul made a motion to approve \$100 contribution towards a gift for Patty Farmer. Pam seconded. All approved.

Jill made a motion to add Kathleen Chertok to the Friends Board. Kathleen will assume the role of Secretary beginning in September 2017. David seconded. All approved.

Trustee Bill Stroup is looking into what to do with posters that were donated to the library.

Next month will be our Annual Meeting. Jen English will be here from the Swamp Bats with a report about Reading with Ribby.

Pam added a museum pass to The Fells. Squam Lakes also sent literature about museum passes (would be \$300). Pam doesn't think this would be a good fit for us.

Upcoming meeting date: May 10, 2017

Meeting adjourned at 8:34 p.m.