

Friends of the Keene Public Library Executive Board Meeting December 13, 2017

The meeting was called to order at 7:00pm

Present: Pam Knight, Michelle Fuller, Sally Rinehart, Jane Pitts, Mike Chelstowski, Dave Meader, Paul Ledell, Kathleen Chertok, Nancy Vincent, Kathleen Kennedy Burke, and Gail Zachariah

Absent: Jill Cielinski

President's Remarks: Vice President Pam Knight led the meeting and extended Jill's apologies for her absence tonight. Pam went on to comment on the success of the recent groundbreaking event and the exciting start of the much anticipated renovation/expansion of the library and Heberton Hall. The event was well attended and the Mayor, Kendall Lane, the library Trustee President, Nat Stout, FKPL President, Jill Cielinski, as well as Judy Putnam and Dida Englund, co chairs of the Capital Campaign, spoke and thanked all involved in making this project a reality.

The actual closing related to the project, Pam reports, is tomorrow December 14, 2017.

She noted the wonderful Holiday luncheon held on 12/16 that the library staff provided for library volunteers. She also shared a holiday card from the Swamp Bats, and a thank you note from the Campaign Chairs Judy and Dida.

Secretary's Report: (Kathleen C.) The minutes from the November meeting were presented and Jane Pitts made the motion to accept as presented and Dave Meader seconded the motion. All approved.

Treasurer's Report: (Marilyn) Copies were emailed in advance and also provided tonight. The 2018 budget had been reviewed and accepted last month. Marilyn notes again that though revenue for 2017 was not as projected, we remain able to meet our expenses. The decrease in the quarterly annuity amount, as well as only one scheduled book sale for 2018, led to appropriate adjustments in the 2018 budget. These had been discussed at the November Board meeting.

Next, Gail Zachariah, representing the library staff, presented a breakdown of the staff requests /allocations for the funds that the FKPL provide the library for collection development, new equipment, and programs. They had developed their allocations /requests for 2018 based on the budget figure they were given prior to this meeting after the FKPL board had approved the 2018 budget at the November meeting. Of note, the program allocation of \$16,500.00 is the same as budgeted for the current 2017 year. The reduction in the 2018 budget occurs in the collection development, new equipment/materials and service contracts. She did talk briefly about a couple of new items in their requests: a potential mobile WiFi hotspot purchase for the library's outreach program; and a possible contract fee for a Web application called Wowbary that allows the library to track and report, weekly, the library's new additions to books, CDs and DVDs.

Sally Rinehart then made the motion to accept the Treasurer's report and it was seconded by Michelle Fuller and all approved.

Trustees Report: (Kathleen KB) The Trustee meeting was held 11/28/2017 and Elizabeth Dragon, the new City Manager, was a guest. She spoke to the Board about her new role as City Manager and also spoke very positively about the renovation project whose details she had been studying.

There was discussion about the funds transfer that needed to occur for the closing related to the renovation project. The Finance committee held a special meeting to address this issue.

They also noted that the Library Volunteer luncheon was to be held off campus this year due to the renovation.

Jennifer Alexander reported from the library staff about possible relocations for programs during the renovation; about outreach to happen with the Head Start Program; and the library looking at becoming a site for a program called "Future Ready Library" to target middle school age children with the aim to start them thinking and learning about career possibilities.

It was also noted that foot traffic in the library was down by 1% this year but it was felt to be an insignificant change in usage.

Finally, they discussed the groundbreaking event and closing scheduled for the renovation project.

Director's Report: (Nancy) She reports there is ongoing discussion and concern by the staff as how best to make patrons aware of changes that may occur during the renovation. The staff wants to minimize any frustration of patrons looking for items or programs during the renovations.

Also mentioned was the new library website. It is now part of the City website. Some of the Board members noted that they have already used it.

KLAAC/Project Update: (Jane) The committee met today (12/13) and Sally Miller, the chairman, thanked all involved for their hard work. The closing is scheduled for tomorrow (12/14/17). Jane reports she has signed the closing documentation as the representative of the FKPL Board, and other signatures were in place.

The building committee also met today and will be meeting once a month on the first Wednesday. Their mandate is to review the construction done between meetings and make sure the project designs are being met.

It was noted that Nancy Vincent already has had to vacate her office for project use and will be floating her office location during the renovation.

The demolition permit is in place and foundation work will begin in January.

Jeff Hoover, project architect, met with the Library Furnishings committee and they looked at samples of paint colors, carpet samples etc to begin to make those choices.

Paul Henkel and Chuck Redfern, trustees and campaign committee members, continue to work on their project, a time capsule to be placed at the completion of the renovation. They are

soliciting ideas for items to be included. Each item size will need to be small about the equivalent of a deck of card size.

Capital Campaign Update: (Jane) As previously mentioned, the campaign did reach its goal. That said, donations continue to come in and the committee will resume its work in the new year.

Book Sale Committee: (Kathleen C.) Donations continue to be accepted by appointment using the FKPL email. Nancy noted that there are still donations being left at the library and that the staff would be placing sign on the book return bin to stop patrons from using that bin for book sale donations.

Committee members have been meeting donors every couple of weeks at County Hall but timing is very flexible depending on the number of requests. By the end of January there should be enough donations to schedule a sorting/pricing day for our volunteers.

A email letter is being sent by Jane to our volunteers for a holiday thank you and update as to the donation process and expected Fall sale in 2018.

Nancy also mentioned a call from the Keene Historical Society, wondering whether we had stopped taking donations, and about the rumor that the FKPL would not be holding a Spring sale. She felt a call to the Historical Society from the Friends would be appropriate with an update as to our donations and sale plans. Kathleen C. volunteered to make that call.

Membership: (Sally) She reports that perhaps a new approach in our annual appeal letter might result in more/larger contributions. Board members did agree that the letter wording should be worked on and discussion around this will continue upcoming meetings. The letter goes out in the Spring and that schedule will be continued.

Jane added that the Friends now have access to the data base from the Capital Campaign. She suggested that at some point in the future we should expand our appeal letter to more potential donors using this data base as a way to encourage new donors to the Friends.

Marilyn reports that in 2017 to date, 97 Friends donors generated \$7,933. Fifteen of these donors increased their donation from the prior year. At this time there are over 200 newsletters that go out to "members" and only 97 of those are making donations.

The Board plans to continue discussion at future meetings looking at ways of generating paying membership renewals.

Newsletter: (Pam) The writing for the next newsletter will start in January. Assignments were made for some articles to be included. Kathleen C. will write a book sale and donation update. Sally will interview and write an article on the new Assistant Librarian. Dave will author an article on a recent museum visit he made. Also Gail agreed to write an article on the youth programming plans for the new year.

Other Business: (Pam) The annual conflict of interest document was signed and collected from the Board.

Again it was noted that a Hospitality chair is needed and a request for a volunteer to assume that position was made. The hospitality chairperson is responsible for arranging, with committee

assistance, the Annual Event (an author) that the Friends have hosted in previous years in May/June. The Board was in agreement that having this event is important and it was felt that further discussion should be continued in January about finding a Chair and organizing this event.

Upcoming meeting date: The next meeting date is Wednesday January 10, 2018 at 7pm.

The meeting was adjourned at 8:03 pm