

## **Friends of the Keene Public Library Executive Board Meeting – January 13, 2016**

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

**Present:** Paul Ledell, Pam Knight, Nancy Vincent, Marilyn Gemmell, Jill Cielinski, Jane Pitts, Hope Therrien, Jean Kostick

**President's Report:** (Jane)

Library staff generously donated their time to the task of sorting donated books. Jane came in and trained Sean, and he and about 5 other staff members helped sort.

Two Board members are resigning from the Board in June 2016. Jenn Stemp and Laurie Stuhlbarg.

Jane appealed to the Board to recommend people to fill Board positions, with specific focus on candidates who may have a financial background; willing to work/organize book sales; interest in membership and/or outreach.

With Laurie stepping down, this will open up one “at-large” position. Our by-laws specifically allow for two at-large members. If we revise by-laws and remove this stipulation, it might be easier to recruit people to join the Board (they would not be required to jump right into a position). To do this, we need to first publish the change in our March newsletter; if there is no dissent from members, we could then make the change to by-laws at our next Board meeting. We might also consider capping number of Board members by including a range (such as 12 to 15 members). Hope suggested putting a limit on number of years for treasurer and other positions. The Finance Committee will look at by-laws as part of their next agenda.

**Secretary's Report:**

In last month's minutes, “Wilmeth” was misspelled.

Also, in regards to finances, Gail gave us a figure of \$30,000, but we had voted on a budgeted amount of \$35,000 for her expenses. Marilyn added a “miscellaneous” line in the amount of \$5,000 so that the numbers would match. The minutes need to reflect this \$35,000 figure, which has already been approved.

*Pam made a motion to accept the minutes with those two changes. Jill seconded. All approved.*

**Treasurer's Report:** (Marilyn)

Landscaping is not over budget; we approved \$150 back in May. We also bought a cart for the book sale.

Gail did a good job of spending her budget for Collection and Development. She used her personal credit card and Friends will reimburse her.

Donation procedures for the Library Renovation project have been working well. (We have not received an anonymous gift yet).

*Paul made a motion to accept the Treasurer's Report as presented by Marilyn. Pam seconded. All approved.*

**Year-End Heberton Funds** (Paul)

Both accounts are down just over 2%. On the whole, the two accounts did well; American funds tend to be conservative.

Long-Term Fund graph shows a decline because we have withdrawn money and have had some market bumps. The Finance Committee must decide how much we want to retain in the account and how much to give to the project.

**Library Project Update** (Jane)

KLAAC met today and received many updates.

Jane and some KLAAC members met with Mayor Lane a few weeks ago; he expressed strong approval of the renovation project. He shared his thoughts how best way to update and educate new and incumbent city councilors on the project as a group. He gave advice on sequencing as well. There will be a February 4 presentation to City Council.

Nancy discussed the importance of sequencing in order to get the new market tax credit. Documentation has been turned in to get the annex building rezoned (it is currently zoned "office") to match library's "central business" zoning. This process will take 3 months (6 months if any controversy arises). Zoning cannot be project specific. We want to be a Tax Increment Finance district (TIF) in order to be able to capture those taxes to pay off the project more quickly. We also need a design that is well enough developed so that the Historic District will approve. We need Planning Board approval of such things as site plan, drainage, access, etc. There will be a lot of process work, meetings, and so forth. Hopefully this will all come together in March or April.

Jane discussed the **Green Initiative Committee**, which will be sending out minutes. This energy-efficiency committee is looking into (1) insulation for Heberton (requires having bricks tested); (2) insulating/replacing windows in a cost-effective way, keeping "green" (and in line with historic elements); (3) lighting. WV Engineering is working with Tappe and will come back with a quote and a cost benefits analysis of what it would take to do that work. There was also talk about whether the roof could sustain solar panels. A "Décor Committee" will make decisions about interior design.

**Campaign Committee** met again last week, did some role playing to practice for solicitations and donor visits. Visits to lead donors will begin in the next couple of weeks.

**Marketing Committee** has created a brochure that will be a "leave behind" during donor visits in this quiet phase. Patty is planning to attend next Board meeting. Website is looking good. Dawn Thomas-Smith has been a great asset to the Marketing Committee. The next step is to come up with a long-term plan, to determine who we want to talk to, when, how. There will be opportunities for Friends and KLAAC members to make presentations and get involved in community service groups.

Other news from the Campaign: Process for accepting donations (have received all but anonymous donations) working well. Have received several stock donations. Pam has created some great flow chart sheets. There has been 100% participation from all members of the Campaign Committee. Jane is making calls to Friends and Trustees,

hoping everyone will be onboard and have pledges in by the end of the month.

**Director's Report:** (Nancy)

Circulation desk position is closed to being filled.

Library budget needs to be set. The Acting City Manager, Medard Kopczynski, has been confirmed as City Manager for another year. City is looking for status quo budgets. Budget submitted by Nancy will be fairly level, with some accommodations for payroll.

The renovation of the KPL should not drastically affect staffing as much of what will go in the Heberton building will be programming. We will need service positions and meeting room supervisors.

**Book Sale Committee:** (Jane)

We will be sending out a flyer/letter to volunteers in hopes of setting up a day devoted to sorting book donations, which are piling up. One letter will be geared towards book sorters; another will go to Friends membership, this Board, Trustees and book sale volunteers. Sorting will take place in the Kay Fox meeting room, with breakfast and lunch refreshments. Members of the book sale committee (Jane, Jill, Marilyn, Jean) will set up and run boxes/books between sorting room and Kay Fox room. Hopefully we will be able to train/recruit new sorters. The committee requested \$300 to pay for expenses.

*Pam made a motion to approve a budget of \$300 for sorting catch-up day. Paul seconded. All approved.*

**Newsletter Committee** (Pam)

For the next newsletter, Jane will write one article about Don's departure and another about project updates. Jill will submit something about the fall book sale and will also contribute an article about Lily King's upcoming June 9 visit.

Pam will include Friends donors for 2014 and 2015. She will also write an article about two museums she visited, including photos. She would also like to include something about the Catch-up Book Sorting Day.

**Other Business:** (Jane)

Board members encouraged to return campaign pledge forms to Patty by the end of the month.

Meeting adjourned at 8:45 p.m.