

## **Friends of the Keene Public Library Executive Board Meeting – January 11, 2017**

The meeting was called to order at 7:06 p.m.

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

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

Jane wished everyone a Happy New Year.

**Secretary's Report:** (Jean)

*Michael made a motion to accept December 2016 minutes. David seconded. All approved.*

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

(Report attached)

Marilyn presented a summary of the last 12 months. The operating budget looks good; programs did very well. \$10,000 of undistributed funds are now showing up in the report. Another \$700 in membership donations given in December 2016 will show up in the 2017 report.

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

**Heberton Funds Report** (Paul)

(Report attached)

Since January 1, 2009, the Long-Term Fund is showing a return of almost 8%, which is very good. The Short-Term Fund is showing a slightly higher return at 8.65%, also very positive. Allocation seems to be working, and Paul sees no reason to change it.

**Newsletter** (Pam)

Pam is nearly finished with the latest newsletter. Jane will contribute an update on the Campaign, and then the newsletter should be just about ready to go.

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

The Trustees voted to contribute funds in order to trim a tree. Parks and Recreation Department contributed money also to have the tree next that one taken care of as well.

The renovation will add several new meeting spaces/rooms to the library. Nancy will review policies to make sure these spaces/rooms will be used appropriately.

Final interviews for a new children's librarian have been conducted. The library received many applications; now ready to offer this part-time position to someone. Once someone is hired, the library will be fully staffed.

**KLAAC** (Jill)

KLAAC met earlier in the day with Architect Jeff Hoover and MEDC's Jack Duggan in attendance. Jack gave an update on the New Market Tax Credit process. Things are going well, positive, moving forward.

A development agreement is nearly ready between MEDC, the architect, and a construction firm. This agreement will have to be approved by Trustees and Friends, which could be done electronically so that we don't have to wait for our next meeting. This group is exploring what costs could be placed under the New Market Tax Credits (renovation and connector building) because some expenses, things which need to be done in the existing building, would not be covered by the tax credits. A bridge loan would cover any monies not in hand yet (but pledged). MEDC is securing that for us.

Jeff from Tappe talked about the drawings. By January 18, 2017, his drawings will be 90% complete as they go to the City for approval, with final 10% to be completed by February 1, 2017. He has begun working with the construction firm, and we'll soon have a better idea of what we'll be able to do with books sales, etc. We will need to make choices for interior, furnishings, equipment, etc. Jeff is looking to have this wrapped up before construction begins; feels these decisions would require three meetings (approximately) each in order to gather information, discussions/vetting, finalizing choices. Nancy handed out a list of volunteers to sit on renovation review committees.

Cheshire TV will temporarily relocate to the Kay Fox room until renovations are through, so the City will continue to collect rent from them; this goes into Heberton Hall Cost Center fund, which we have access to for the project.

#### **Capital Campaign Update** (Jane)

The Campaign has collected \$4,073,000 as of today. We have received a \$400,000 matching challenge grant that's been launched by an anonymous donor (which means we could get a much as \$800,000). This exciting news has invigorated the Campaign committee. The Marketing Committee is working to publicize this challenge/donation. There are about 265 donors; of these, about one quarter are Friends (64). In the quiet phase, about \$2.7 million was raised, with over \$1.2 million additional raised since September. Now that we have this challenge grant, that will be worked into all the marketing.

Patty is working with a group of teens who are putting together a video about how they use the library (first ad for the Campaign). They are also taking people through the annex building to show the "before." They wrote their own script for the radio.

NHPR's "Exchange on the Road" with Laura Knoy would like to come to Keene in late March for a discussion panel about libraries of the future.

#### **Book Sale Committee** (Jane)

We need to brainstorm about what to do regarding book sales during the renovations. Do we want to continue to collect and sell books during construction? Would we lose momentum with volunteers, donors, etc. if we suspended sales until after construction?

Ideas generated for October sale (and beyond):

- Smaller scale, only top quality books
- Offsite book donations/sales
- Rent a pod for donations and haul pod to sale site
- Work with another group, keep donation bin here, split profits
- Have a donation bin onsite that belongs to third party
- Small short-term storage space onsite prior to transport

- Onsite ongoing sale
- Offsite storage for nominal rent (old storefront, city facility, something close by, old courthouse, St. James)
- Work with a book dealer, get a percentage of the profits
- Quarterly smaller sales instead of bi-annual
- No sale until renovations over
- Find another revenue source/fundraiser

### **Other Business**

Indian King Framery in Keene would like to donate 50 to 60 matted prints. We could potentially sell them at book sale.

Nancy went to look at shelving which Liberty Mutual offered to us. They would be donated (free), but there would be an expense to install them, etc. They are very good quality shelves but may not be useful/practical as they would also have to be modified (they have hanging files in them now) and are probably too large.

Next Thursday (January 19) there will be another book sorting day, 9 a.m. to noon, with another meeting on Tuesday at 1 p.m. (tentative).

**Spring Book Sale dates: April 7, 8, and 9, 2017**

**Upcoming meeting date: February 8, 2017**

Meeting adjourned at 8:45 p.m.