

Friends of the Keene Public Library Executive Board Meeting – March 9, 2016

The meeting was called to order at 7:02 p.m.

Present: Jenn Stemp, Laurie Stuhlbarg, Paul Ledell, Pam Knight, Marilyn Gemmell, Jill Cielinski, Jane Pitts, Nancy Vincent, David Meader, Sally Reinhart, Jean Kostick

Introductions

Jennifer DeCoste is the new liaison for the Trustees.

Board members introduced themselves to David Meader and Sally Reinhart, who may be interested in joining the Board. David is a former City Councilor and is excited about the new renovation project. Sally served as a Trustee to the library in Milford, CT, before moving here two years ago. She was very involved in the book sale there.

President's Report: (Jane)

CIP Public Hearing on March 3rd

Four Trustees spoke very favorably for the project and no one spoke against the library project at the hearing.

Secretary's Report: (Jean)

Paul made a motion to accept the January minutes. Pam seconded. All approved.

Treasurer's Report: (Marilyn)

There will be a lot more activity to report on next month.

The Excel spreadsheet shows activity. Also have a donor account and a pass-through account. Marilyn picked up a donation which will be reflected in the March report.

The Heberton Fund (Long-term) never has money going into it. Inflows are really just gains/losses through interest, dividends, etc. But we are not actually putting money into it, just taking money out.

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

Finance Committee Report (Jill, Paul, Jane)

The Committee brought a recommendation to the Board regarding the 9-month contract of Al Cantor, Consultant and Campaign Strategist. His current contract expires March 31, 2016. The Finance Committee met with the Campaign Cabinet and solicited their opinions about renewing Al's contract. They unanimously felt Al's services continue to be valuable, especially his expertise regarding donor information, as well as researching and approaching donors, foundations, grant money, etc. As the Campaign progresses, Al recognizes that we will not need his services as much as previously. He proposed a different fee structure and drop his fee to \$1,800/month, (60% less than previous agreement) for the next leg of his work with us. A new contract would be offered for three months at this new rate (April 1 through June 30, 2016).

Paul, made a motion to increase the Capital Campaign budget by \$5,400 in order to retain Al Cantor's services for an additional three months at a rate of \$1,800 per month.

Jill seconded. All approved.

Patty Farmer's budgeted position expires October 31, 2016. The Finance Committee will wait until mid-May to get together and do a performance review, see where we are on the project, and discuss whether we would like to extend her contract period as well.

Campaign Update: We have reached ¼ of our goal in two months (through pledges and donations). We are half way through the quiet phase of the Campaign.

Director's Report (Nancy)

There is a new person, Elsie, working at the library circulation desk. Also close to hiring someone as meeting room supervisor. Gail and Jennifer are at a "Computers and Libraries" conference in Washington, D.C. They should have lots of good information to share when they return.

Book Sale Committee: (Jane)

Staffing

This is the last Board meeting before the April book sale. We should be in good shape with regards to staffing, will start calling volunteers next week. Looks like we will have less books for this sale than for fall sale (but plenty for a profitable sale).

Jane contacted Mr. Parenteau about picking up unsold books at the end of the sale. He'll bring his own boxes but would like us to have some extras on hand.

Jill passed around a shift sign-up sheet. Would like at least one Board member signed up for every shift. Tables will arrive and be set up on Tuesday, April 5. Books will be set up on Wednesday, April 6. The sale starts Friday, April 8, through Sunday, April 10. Flyers will go in backpacks at Keene elementary schools. Jane will go to City Council meeting on March 17 to receive proclamation from Mayor Lane.

Marketing

Jane has emailed book dealers. Paul has signs ready. Jean posted on book dealer websites. A notice will also be posted on SAU29 online Community Calendar Bulletin Board. Possibly post a flyer in KMS and KHS as well.

Newsletter Committee (Pam)

Jill wrote an article about the speaker event. Jane will write something about the "Catch-up Sorting Day" for the newsletter. Slate of officers will be included. Nancy will look into writing a biography piece about the new hire. Gail may write something about the "Family Place" program. Pam will include info about the book sale.

The "Be a Friend to the Library" membership forms are out of date in the library (we have new categories).

Library Project Update (Jane)

Design Project Prep for HDC

Architect Jeff Hoover attended KLAAC (Keene Library and Annex Committee) meeting. He is tweaking designs, but just a few small many changes. He brought a site engineer and developed a schematic with much of the landscaping for the project included. Jeff will bring this before the Historic District Commission next month.

City Process

Many things are happening concurrently, including CIP approval. These approval processes will be mostly done by the end of April.

Green Initiatives (Jill)

Jill attended a presentation by the engineers regarding (1) roof upgrade with more insulation; (2) what to do about windows (replace versus repair/update); (3) wall upgrade to add insulation between bricks and drywall. Engineers presented results of their research (comparing energy costs with or without green changes). They found that the window upgrades would have the most impact. Little would change if the roof was upgraded, and very little change if the walls were upgraded with more insulation. The engineers looked at other scenarios as well. Solar panels would have a negligible impact, so that would not be worth doing. Insulating behind the brickwork proved also to have minimal energy and cost savings. It would be complicated and perhaps even cause more harm to the existing historical bricks due to increase in moisture.

Other Business: (Jane)

The Viola Question improv group will be performing at the library on Tuesday, March 22 at 7 p.m.

Sally suggested we put a book cart by the door with some of our newer/better donated books on it for people to buy. Sally is willing to set up the cart (maybe a second one for children's books) and keep them stocked. Nancy agreed to give this some thought.

Hospitality Committee (Jill)

Committee will meet before the event. Lily King has our event listed on her site for June 9 but does not have the time posted.

Meeting adjourned at 8:07 p.m.