

Friends of the Keene Public Library Executive Board Meeting – March 8, 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 Rinehart, Michelle Fuller, Jean Kostick

President's Remarks: (Jane)

We'll be meeting with the architect to discuss the Friends' space in the renovated library.

Secretary's Report: (Jean)

Paul made a motion to accept February 2017 minutes. Sally seconded. All approved.

Treasurer's Report: (Marilyn)

(Report attached)

Pam sent a request for Fells Estate, \$100 for the year, 2 tickets per day for the year. Magic Wings museum passes are increasing to \$30 per booklet for 16 passes, so our cost is now \$210.

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

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

City budget was submitted to Finance and reviewed. It's a status quo budget; no issues.

Millennium web cataloging system that the library currently uses is being phased out. New product called Sierra is being reviewed by KSC and the City as possible replacement for Millennium. Nancy is hopeful the evaluation will be positive and we'll be able to move forward with Sierra.

Library has two new children's librarians (one for 28 hours, one as a substitute).

KLAAC (Nancy)

Engelberth Construction Company has proposed a schedule for renovation, to begin 7/16/17 (see attached schedule). This assumes we will be able to close on tax credits by June 27. A great deal of paperwork must be completed. The assumption is that this will be a 12-month project. They will start the annex and connector building at the same time; final piece, they will come into the library and do those renovations. Parking may be affected, but they hope to keep the road open. May have to alter some programming, but Gail hopes to keep as much going as possible.

(Jane) After April sale, we will have to work on getting out of our current space by July.

(Nancy) Some aspects of the renovation will be deferred until we see where we stand with funding. Projects like HVAC, flooring, window repairs, plumbing upgrades, and light fixtures are on the wish list if they fit the budget. \$4.282 million has been raised so far (with \$102,000 of \$400,000 in matching funds so far).

Groups met to discuss different areas of the renovation:

Kitchen (Paul) – Heberton space will not have a full commercial kitchen; more of a catering kitchen, new refrigerators. Some basic elements will be put in place, in case someone would like to convert it to a commercial kitchen in the future.

Children's area (Michelle) -- not a lot of significant changes, but Gail's office will be expanded. The goal will be to utilize the space better for librarians. There was some discussion about the Kay Fox Room and programming.

Performance space (Pam) – space downstairs where people will hang out will be like a green room, with the kitchen acting as the “wings” of the stage.

Open spaces (Jane and Jill) – The meeting focused on the atrium and the courtyard, as well as the Maker space. Jeff is looking into piping music into the atrium space to help deal with any traffic noise. There was some brief discussion about a coffee cart. They haven't gotten to talking about furnishings yet. If the atrium space were used after library hours, we'd need to be able to close off access to the rest of the library. Jeff suggested an accordion-type door that could collapse into the wall. There was also discussion about a recognition wall, an information kiosk, and an electronic bulletin board.

Capital Campaign Update (Jane)

Fundraising Committee

Some Corporate asks are still out there. Committee is now asking donors if they'd consider multi-year pledges. They are also seeing some good online donations.

Marketing Committee

Marketing is working on a second newspaper ad for the Keene Sentinel. Kristy Martin and her dad voiced a radio ad, which WKNE airs frequently. A new ad will air next week. On March 21, NHPR panel will be here to discuss Libraries of the 21st Century.

Book Sale Committee (Jane)

Jane, Jill, Kathleen and Jean will begin calling volunteers on Monday. Ann Marie will distribute flyers around town.

Tomorrow is another book sorting day. Details to figure out for the future include how best to move books/donations over to the courthouse, most efficient set up for sorting and storing books, etc. We will need to be pickier about donations moving forward because of space/logistics. We'll also need a more regular sorting schedule. There's an entrance to the courthouse on Center Street where we can pull up right next to the door, better for unloading.

Pam may be able to attend City Council meeting to accept Mayor's proclamation.

Newsletter Committee (Pam)

Newsletter nearly done, with stories about the Maker Space award, museum passes, book sale info, and slate of officers. Will also include donor acknowledgements for the year as well. Squam Lakes sent info about museum passes, which Pam will review.

Annual Event (Jill)

Jill will set up a Hospitality meeting, feels we should do something for the Friends,

probably nothing as big as an author event, but maybe host a gathering in the temporary book sale space during construction, host a preview of the posters possibly in June.

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

Upcoming meeting date: April 12, 2017

Meeting adjourned at 8:45 p.m.