

## **Friends of the Keene Public Library Executive Board Meeting – May 11, 2016**

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

**Present:** Paul Ledell, Marilyn Gemmell, Jill Cielinski, Jane Pitts, Nancy Vincent, David Meader, Jennifer DeCoste, Patty Farmer, Hope Therrien (via teleconference), Sally Rinehart, Jean Kostick

### **Introductions**

Jane introduced Jennifer DeCoste, new liaison for the Trustees, to the Board. Board members introduced themselves to Jennifer. Jane also reintroduced Patty Farmer.

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

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

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

**The following motions were unanimously approved by the Board via email last month:**

- A) *Move that the FKPL Board approve a \$300.00 donation to the Monadnock Interact group in appreciation of their work at the Spring Book Sale.*
- B) *Move that the Board of Trustees and the Board of the Friends of the Keene Public Library authorize the City of Keene to sell and transfer the Library Annex to a Limited Liability Company to be formed for the purpose of obtaining New Market Tax Credits (NMTC) intended to defray the costs of Library Annex renovations, subject to the condition that the Library Annex be repurchased by the City upon the completion of the 7 year period required for the issuance of NMTC.*
- C) *Move that the Board of Trustees and the Board of the Friends of the Keene Public Library authorizes \$10,000 to be transferred from the Heberton Hall Cost Center to the Library Renovation Project to cover expenses related to planning and design work.*

*Jill made a motion that the Friends will utilize email voting regarding issues requiring decisions or actions which cannot be completed at scheduled meetings, or which the president feels require resolution before the next scheduled meeting. These votes will be counted and recorded by the president, with results recorded in the next meeting minutes. David seconded. All approved.*

Board members agreed to vote via email during the summer, if necessary, in lieu of scheduling a summer meeting.

The next scheduled Board meeting is June 8, 2016, which is the same date as the 5<sup>th</sup> grade graduation. Jane suggested we move the date to June 15 so that more members are able to attend.

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

Marilyn submitted a written report (see attached). She thanked Hope for helping her transition into the position of Treasurer this year. The main change to the budget this year was separating the operating budget from the Heberton renovation project budget. Since joining the Board, Marilyn feels she has gained a better understanding of what the Friends' support means to the library and the many programs that are made possible because of that support.

As far as financials go, budget cycles are similar each year. The only variables are unrealized gains and dividends; everything else is more or less the same. The May report will include additional bills. Marilyn picked up a 990 form today, which is necessary for revenues in excess of \$200,000. We will need to have a full audit if revenues exceed \$1 million.

(Jane) The Finance Committee has discussed having an audit done once the project is fully underway.

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

**Heberton Funds** (Paul)

There is \$308,000 left in the Long Term Fund, an increase of 3.18%. The Short Term Fund shows similar increase, percentage-wise. Of that \$308,000 in the Long Term Fund, \$53,000 is already pledged in contracts, so we have about \$250,000 remaining. We had discussed leaving \$100,000 in that fund. These two funds stay separate, one for the library's budget, one for the project.

**Capital Campaign Report** (Patty Farmer)

The committee met last Wednesday, with Judy and Dita reporting that they have reached 50% of fundraising goal thus far. Since January, the committee members have visited over 80 potential donors, with 13 additional visits scheduled. Still very much in the quiet phase until \$4.5 million is raised. We will go into the public phase in late September, early October. The committee has sent out proposals to multiple foundations and corporations.

**Marketing Committee**

The Committee has been meeting almost biweekly. They have created a brochure and website, and will soon launch a Facebook page and make presentations to civic organizations.

(Sally arrived; Patty departed)

**Director's Report** (Nancy)

Nancy reviewed the process of getting City approval for all aspects of the KPL renovation project. So far, the City has been very supportive. Nancy commended her staff for working so hard to put on high quality programming every day.

**KLAAC** (Jane)

Next up, construction-ready documents which will detail what is going to be built, right down to the colors on the wall. The following committees are now being formed:

1. Selection Committee to choose construction manager
2. Finishing and Decors Committee
3. Construction Oversight Committee

*Jane made a motion that the City of Keene enter into a contract with Tappe Architects for construction documents for the KPL renovation project. David seconded. All approved.*

**Book Sale Committee:** (Jane)

Spring book sale total was \$12,500, very successful. We had great advertising thanks to Carol Jeffery.

**Newsletter Committee** (Pam absent)

Jane reminded Board members that Pam is looking for stories for June newsletter.

**Hospitality Committee** (Jill)

Annual Speaker Event coming up, June 9<sup>th</sup>. Lily King has confirmed, will talk about Euphoria. Invitations have gone out to Friends. Jill passed around a sign-up sheet. The Committee will arrive at 3:30 to set up, with Board members arriving by 4:15 to act as greeters, oversee food/drinks, help with book sales, and clean up afterwards.

**Vote to approve Proposed Slate of Officers 2016-2017**

Jane submitted a proposed Slate of Officers for the coming year (see attached).

*David made a motion to accept the Proposed Slate of Officers 2016-2017. Paul seconded. All approved.*

Jane read her President's Annual Report to the Board (see attached).

**Other Business**

Next month: Jen English will report on this year's Reading with Ribby program. Ribby night will be 6/16/16 at the Swamp Bats game.

A performance evaluation will be conducted for the Campaign Manager. The contact for the Campaign Consultant will be reviewed.

We recently received a complicated stock gift which requires a Medallion Signature, which necessitates approval by the Board to sell all stock (and not hold on to stock).

*Jean made a motion that the Friends sell all stock received as anonymous donations for this campaign. Paul seconded. All approved.*

Meeting adjourned at 8:55 p.m.