

## **Friends of the Keene Public Library Executive Board Meeting – May 10, 2017**

The meeting was called to order at 7:07 p.m.

**Present:** Jane Pitts, Jill Cielinski, Marilyn Gemmell, Paul Ledell, Nancy Vincent, David Meader, Mike Chelstowski, Sally Rinehart, Michelle Fuller, Kathleen Chertok, Jen English, Trustee Kathleen Kennedy Burke, Jean Kostick

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

Jane introduced Jen English, coordinator for the Swamp Bats' program "Mr. Gemmell's Reading with Ribby," and Kathleen Kennedy Burke, new KPL Trustee liaison to the Friends Board.

**Mr. Gemmell's Reading with Ribby program:** (Jen English)

This is the 14<sup>th</sup> anniversary of the Reading with Ribby program: Ribby goes to each school, does a little skit, gives each child a bookmark on which to track 20-minute reading sessions. Players later go in and meet the kids, hand out t-shirts and game tickets to those who completed the reading requirements. On Wednesday, June 21, 2017, Swamp Bats will host a special "Reading with Ribby" night at the ballpark, with parade of readers at 6 p.m., first pitch at 6:30 p.m. This year, just under 1,000 kids completed the program. Trinity Christian School participated for the first time, joining Franklin, Wheelock, Fuller, Symonds, and St. Joseph's schools in Keene. Jen thanked the Friends for sponsoring the Keene schools. Keene Orthodontic Specialists sponsored several schools outside of Keene school district. The Spofford-based home schooling program (about 40 families) participated as well. Jen suggested having a Reading with Ribby day at the library; Jane will email Gail's contact information to Jen.

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

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

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

(Report attached)

Reading with Ribby program and addition of summer interns are normal summer costs which cause expenses to spike at this time of year. Our 990 will be ready to be signed and e-filed tomorrow; Marilyn will place copies in Nancy's office.

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

**Heberton Funds:** (Paul)

(Printed reports attached)

Short-Term Account, annualized return of 8.64% to date.

Long-Term account, annualized return of 8.16% to date.

Because these accounts have done well for the last few years, Friends may be able to donate more than expected to the Campaign (while leaving \$100,000 in the bank).

**Trustees Report:** (Kathleen Kennedy Burke)

Kathleen has a background in education and library sciences. For many years, she was involved in her family's publishing business. She was a member of the Friends Board at its inception and will now serve as the Trustees' liaison to the Friends of the KPL.

**Director's Report:** (Nancy) Assistant Director of KPL position will be posted with the City now that Jennifer has retired.

The budget is being reviewed. Next step, it will go to public hearing at City Council, then back to FOP (Finance, Organization and Personnel Committee).

Nancy and Gail will go to a financial/budget meeting. Gail will give a presentation on the Maker Program.

Nancy's Rotary Club is involved in the DeMar marathon. Nancy makes a personal donation to have the library included on the map they create every year; she would like to attribute sponsorship to the Friends.

**Project Update:** (Jane)

Should have the guaranteed maximum price for the renovation project by May 17, 2017. Next KLAAC meeting May 24, 2017.

**Development Agreement** (See attached printed agreement)

Agreement is between MEDC, the City, Friends, and Trustees. It pertains solely to the annex and connector piece of the project, related to new market tax credits. (The library proper piece will have its own agreement.) The \$13 million figure represents:

\$4.4 million, anticipated tax credits.

\$2 million, the City's bond commitment to the project.

\$2.5 million, valuation of Annex next door (replacement cost as it is now)

\$3.5 million, monies from Capital Campaign.

\$600,000 from other grants.

These numbers may shift around somewhat by the time all is said and done.

Jane asked Friends to review the agreement and get back to her or Nancy with any questions or comments.

Nancy made a request for Friends to approve the use of \$6,600 more from the Heberton Cost Center to pay the architect's fee associated with the \$18,000 cost of Change Order 3 (testing historic masonry bricks in Heberton). Still waiting on more information before deciding whether to rebuild those walls (to add insulation, etc.) This money from the Heberton Cost Center would be reimbursed by tax credit monies at closing.

***Paul made a motion for Friends to approve taking an additional \$6,600 from the Heberton Cost Center in order to pay the architect fee for Change Order 3. Sally seconded. All approved.***

**Friends had a meeting with Architect Jeff Hoover.** (See attached diagram.) Friends' will have designated space directly under connector building, with some storage under the annex. The space under the connector building is about equivalent to space of the Kay Fox room. Red hash lines represent walls which will be eliminated. Friends would rather have a big open space rather than smaller partitioned-off spaces. Also discussed different shelving options and purchase of 10 tables to keep in that space specifically for Friends' use. Discussion also on what the additional cost would be to get the space carpeted (rather than cement). Also discussed getting new carts, the importance of good lighting, new donation bin. Jeff is going to research all of this and report back.

**Capital Campaign Update:** (Jane)

87% of funding has been raised, for a total of \$4,360,000 approximately.  
Still receiving donations. Campaign Cabinet still going after donations and tying up loose ends with people who have been asked. Sally suggested inviting someone like Ken Burns to speak, charge admission to raise funds.

Patty's last date was April 30. She loved her gift (ski passes) from Friends. Julie began in her part-time role. She and Patty overlapped for a month, so she had a good training period and understands the job.

**Book Sale Committee:** (Jill)

Donation bin was moved to the basement, so no new books coming in at the moment. Donations will be accepted again beginning May 15. The Committee went to the Court House to do a trial run of moving books to that location. Carts were wheeled to the back door and brought in that way. The Committee is organizing a schedule of volunteers to do presorting and transportation of books to Court House (2 days/week). May 18 will be "moving day" to get everything currently in the sorting room over to the new space. Chris Coates has cleared out two additional rooms and hallway space for book storage. This is free storage space, with no rental fee attached.

**Membership/Annual Appeal Letter:** (Sally)

Sally is working on getting membership/appeal letters out in the mail.

**Newsletter Committee:** (Jane and Jill for Pam)

Next newsletter will go out the end of June. Pam is looking for someone to write up short bio pieces for three new staff members.

**Other Business:** (Jane)

Jane read her Annual Report to the Board.

**Upcoming meeting date: June 14, 2017**

**Fall Book Sale dates: October 13, 14 & 15, 2017**

Meeting adjourned at 8:57 p.m.