

Friends of the Keene Public Library Executive Board Meeting November 8, 2017

The meeting was called to order at 7:05 pm

Present: Jill Cielinski, Sally Rinehart, Marilyn Gemmell, Michelle Fuller, Jane Pitts, Dave Meader, Mike Chelstowski, Nancy Vincent, Kathleen Kennedy Burke, and Kathleen Chertok

Absent: Paul Ledell and Pam Knight

President's Remarks: (Jill) The board would like to extend their condolences to Pam Knight upon hearing about the passing of her mother. Jill also thanked the board for all their efforts with the recent book sale contributing to its success.

Secretary's Report: (Kathleen C.) The October minutes were presented and there were no corrections. Mike Chelstowski made a motion to accept the minutes as presented and Dave Meader seconded. All approved.

Treasurer's Report: (Marilyn) Copies were emailed and provided. Marilyn notes that the long term expense for the capital campaign actually covers 3 months plus 1 week in April. The total may look large but it is actually only in the 200-300 dollar per month range. She also noted that the campaign funds transfer was slowing as it was nearing its goal. The capital campaign is currently at 99% of goal.

The Fall book sale was successful with \$10,863.71 taken in and the Spring sale brought in \$11,771.25. The expenses were slightly higher than usual due to using the new site (County Hall) for the sale, but that these expenses for table coverings, Keurig, etc. won't need to be repeated for the next sale in 2018 as they will already be on hand.

The Art sale brought in \$1,140.00 and it was noted that it was listed as income and then as an expense as those funds were transferred, as intended, to the Capital Campaign fund.

Dave Meader made the motion to accept the treasurer's report as presented and the motion was seconded by Mike Chelstowski. All approved.

Finance Committee: (Marilyn)
2018 Budget Presentation

Marilyn went on to present the 2018 budget. Discussion followed about the fact that there would be less income as a result of the plan to not hold a spring book sale in 2018. Also, the quarterly annuity revenue from the Heberton Fund has been lower in recent quarters. That said, she notes that there are carry over monies to offset these decreases in 2018 and still stay within our policy guidelines of keeping 4 annuity payments or \$40,000.00 as a cushion.

The new budget does show a decrease to the Collection/Service/Materials area, but she noted that if other needs arise the library staff can come back to us to make special requests.

Museum passes were discussed and it is noted that the prices are going up and that individually as they renew they are/will be looked at for cost vs usage.

She noted that the bill for the seasonal library landscaping/maintenance from Sarah Mustin Stockwell hasn't arrived but was budgeted for the same amount in 2018 as it was budgeted for in 2017.

Dave Meader made the motion to accept the proposed 2018 discussion and it was seconded by Mike

Chelstowski. All approved.

Trustees Report: (Kathleen K.B.) The Trustees met on 9/26, 2017 and Kathleen reports that the meeting focused on the upcoming renovation/expansion project with the closing now due during the week of November 27th. The groundbreaking ceremony would be scheduled for the first week in December. Discussion continued she reports about the details of the GB ceremony that would include the need for both Nat Stout (Trustee president) and Jill Cielinski (FKPL president) to speak at the event.

Kathleen also reports that the campaign funds are now 99% of goal. The 1% needed is in the \$50,000.00 range and that there is still matching- dollar for dollar.

Director's Report: (Nancy) She reports that Tammy Parrott, the new library assistant director, arrived and has started in her role. They are pleased to have her relocate to Keene from Missouri with her husband. And that they are in the process of purchasing a home on School Street.

She reports that it will be business as usual at the library when construction starts and that the staff will work to accommodate needs and be flexible with scheduling programs as the construction takes place. She did indicate the possibility of some programs occurring more on the weekend days when there won't be construction taking place, but that scheduling will be decided as the need arises.

She notes that parking, both for staff and patrons, will be more limited but that the book drop off bin will remain in its current location. She is looking into more staff parking availability in the Gilbo Ave. lot where they already rent spaces.

The library staff is currently planning to hold the annual staff/volunteer luncheon and is looking at two off site locations to hold this event due to Heberton Hall not being available. The event will be held this year on a Sunday to allow staff to attend and currently the UCC or the Historical Society are being considered as places. They both have the space and kitchens needed to hold the event. Final decisions and plans will be made soon by the library staff.

Project Update: (Jane) KLAAC met today (11/8). She reports that the current date for closing documents to be signed is during the week of November 27th. She reports, per Jack Duggan of MEDC, that during that week Engelberth Construction will be able to start setting up the site so that they can actually begin construction the first week in December. Large project signs are being made -one for the West St. side and one for Winter St. side of the library.

Potential groundbreaking day will be December 6th at 10 am but that's not official at this time. All the partners in the project will be invited and both the library trustees and FKPL will be developing lists of invitees.

The former City Manager, Med Kopczynski, will be the owner representative for the project.

Capital Campaign Update: (Jane) She reports, as previously noted, that the capital campaign is at 99% of goal. Fundraising does continue and that a press release is being worked on about the project and the fundraising. The campaign committee notes the GB will present a photo opportunity and plans to hire a photographer to capture the event and peoples.

Paul Henkel and Chuck Redfern, campaign committee members, are working on a plan for a time capsule and are considering one that would be open at intervals. They plan to have details in place for the ribbon cutting event at completion of the project.

Book Sale Committee: (Jill and Kathleen C.) The book sale was considered very successful despite

the logistics of using a new space (County Hall) for storage as well as the sale. All parties involved felt it went very well. The feedback from patrons, volunteers and staff at County Hall provided a very positive report of the event.

The book sale committee met yesterday (Tuesday 11/7) with Chris Coates, the County Administrator, who reported that over the past six months of using the Hall for storage, pricing days and the sale, he NEVER had one complaint from the employees in the building. He actually reported how much they (the staff) enjoyed participating in the event.

Discussion was had about pricing inconsistencies that still arise, about bag size for the \$5 per bag Sunday, and unfortunately, about some theft issues of CDs and DVDs. The book sale committee will be following up on these things before the next sale which is scheduled for October 19, 20 and 21, 2018. There will be no Spring sale in 2018.

Currently book donations are being accepted, but by prior arrangement via our new email address. We have been receiving inquiries and the book sale committee is currently working on details for accepting by appointment at County Hall. Recycling at County Hall of donations unacceptable for the sale is a current issue and the committee is looking into this also.

Jane Pitts made a motion to provide a \$300.00 gift to the Monadnock Rotary Interact group that assisted with the book set up for the sale. Michelle Fuller seconded the motion. All accepted.

Also discussed was the new waiver requirement for volunteers. It is unclear exactly how that will work going forward with volunteers and further follow up with our insurers as well as the city for their requirements is planned and will be reported at a later date.

Other Business: (Jill) She reports that the United Way Day of Caring was very successful and that the group of volunteers (7) that assisted the Friends in the basement room clean out and clean up were efficient and energetic. They also had time to assist the library in the stacks with dusting of books.

Jane asked the board if there was a member that would chair the Hospitality Committee. Currently she and Jill are part of that committee and are willing to help, but due to their other responsibilities they cannot chair this committee. Hospitality has an event budget of \$2500.00 for the 2018 year. Responsibilities would include an author event in the Spring and being in charge of an appreciation gift for the volunteers that is given at the library staff/volunteer luncheon.

On that note Jane made a request to allocate \$150.00 for the appreciation gift. There was no opposition.

Newsletter Committee: No report as Pam was unable to attend.

Upcoming meeting date: The next meeting date is December 13, 2017 at 7 pm.

The meeting was adjourned at 7:45pm