

Friends of the Keene Public Library Executive Board Meeting – October 12, 2016

The meeting was called to order at 7:00 p.m.

Present: Jane Pitts, Jill Cielinski, Paul Ledell, Nancy Vincent, David Meader, Pam Knight, Michelle Fuller, Mike Chelstowski, Karen Wolk, Jean Kostick

Jane introduced Mike Chelstowski, who was voted onto the Board at our last meeting in absentia, and Friends new member Karen Wolk, who recently moved to Keene and has been actively involved in book sales with other libraries.

Secretary's Report: (Jean)

In the September 14, 2016 minutes, Connor White was misidentified as a KHS student; the minutes will be amended to reflect that he is a KSC student. *David made a motion to accept the September 2016 minutes as amended. Paul seconded. All approved.*

Treasurer's Report: (Jane)

Marilyn was unable to attend the meeting but emailed a copy of financial reports to Board members and provided printed copies as well.

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

Book Sale Committee (Jane)

- The tables will arrive from Elegant Settings on Tuesday at 9 a.m. Rotary members will help with tables and carry boxes of books out of the sorting room. Wed., Oct. 19 is set-up day, 9 am – 12pm. The sale will take place Oct. 21-23.
- Jill circulated a book sale schedule; Board members signed up for shifts.
- Paul and Barry have set up signs at the post office and on West Street.
- Jane encouraged Board members to bring in empty boxes for cleanup day.
- Jane accepted the Mayor's Proclamation at the City Council meeting.
- Next book sale has been scheduled for April 7, 8, 9, 2017.

Newsletter Committee (Pam)

Newsletter is at the printer. Members should receive it by Friday.

Director's Report (Nancy)

- Charlie Lewis is the new hire for the circulation desk. Jay Fee is the new Teen Services Librarian. They have had background checks and are being trained.
- Donna, a youth librarian since September 2012, has resigned; she has accepted the position of library director at another location.
- The library continues to offer many exciting programs and activities.
- On Friday, Trustees will host a special event to thank library employees for their hard work, and to fully explain the expansion project and possible disruptions, which may accompany the project. Gail, Jennifer and Nancy will run the library during this time. The staff is welcome to attend Donor Appreciation Event as well.

Trustee's Report (Nancy Vincent in Beth's absence)

- There will be several more documents regarding the project that Friends and Trustees will have to sign before getting City Council approval.
- Jack Dugan is working to get KPL on the State Historic Register, which could then be a stepping-stone to the National Historic Register (substantial federal funds could be available with this). There are strict rules regarding both of these designations, but the financial benefits would be worth the effort.

KLAAC (Jane)

- Once decisions/hires for the construction aspect of the renovation project have been made, the committee will begin thinking about interior, setting up meetings to decide on furnishings, etc.
- Discussed the possibility of getting the library on the State Historic Register.

Campaign Committee (Jane)

- Donor Recognition Event takes place on Oct. 13, 2016. The Campaign has raised over 2/3 of the amount needed and continues to actively pursue donors.
- On Oct. 22, 2016, the official "public" phase of the project begins, with a public unveiling of the architectural model of the project on display at the library. A poster presentation will also be up, and tours of the annex building will be offered. This will correspond with the Fall Book Sale weekend.
- A presentation about the project was made to the Kiwanis Club this morning. Presentations will also be made to both Rotaries and the Lions Club in an effort to spread awareness about the project.
- The Marketing Committee is looking to make a big banner with a thermometer-type of gauge indicating fundraising progress.
- Patty has updated the website. Newspaper and radio announcements are coming. Friend's member Michael Matros is volunteering to assist Patty with Public Service Announcements.
- Toadstool will donate 10% of sales from Oct. 17-23 to the Campaign.
- The Board was asked to voice their approval on two marketing committee proposals for the campaign:
 - A letter that will be sent directly to our Friends membership. This letter would be modeled and personalized after a similar letter that was already sent out to 4000 households in Keene. It would be accompanied by a brochure (designed by Trustee Nat Stout). **The Board was in agreement to do this.** Jane asked members to send any suggestions or edits of the draft to Jane or Jill.
 - Plans to advertise on NPR under the Friends' name: something to the effect of "Support for NHPR comes from you, our listeners, and from the Friends of the Keene Public Library, in honor of the library's Capital Campaign" to tell listeners about the project. Cost would be \$44 per message, and the marketing committee would have the flexibility choose how many times it runs. **The Board was in agreement that this would be a good idea.**

Other Business

Outreach Committee

(Jill) The Outreach Committee is looking for a liaison from the Friends. Jill has acted as liaison for five years. If any Board member is interested in taking over this role, let Jill know. This committee makes long-range plans to ensure the library is providing programming/activities for our entire community.

Museum Passes

(Pam) There is no official process in place to determine which passes to purchase and make available to the public, which passes to retire, which museums are visited more/less often. Pam will work on establishing some type of system for this and will look into costs/availability of other suggested museums.

Meeting adjourned at 8:24 p.m.