

Friends of the Keene Public Library Executive Board Meeting- October 11, 2017

The meeting was called to order at 7:00pm

Present: Jill Cielinski, Jane Pitts, Marilyn Gemmell, Pam Knight, Dave Meader, Sally Rinehart, Mitchell Fuller, Mike Chelstowski, Kathleen Chertok and Gail Zachariah (for Nancy Vincent)

Absent: Paul Ledell, Nancy Vincent, and Trustee Kathleen Kennedy Burke

President's Remarks: (Jill) She welcomed all and reports that Delegation Hall is nicely set up for the book sale which will be this weekend. Jane will be the point person arriving at 8am on Friday morning to ensure that there are no early customers getting into the Hall before 9am which is the sale start time. The County Hall doors do open at 8 am so making sure there are no early shoppers is important. Karen Wolk will also be on hand to direct folks to the proper door and secure a spot for shoppers to line up. In past years shoppers gather early to be ready when the sale starts. The sale times are as they have been in the past: Friday 9am-6pm; Saturday 9am- 5pm and Sunday 9am- 2pm. On Saturday and Sunday a County Hall employee will be on hand to unlock the building and contact numbers have been provided. Shoppers will be encouraged to enter through Winter Street entrance but there is also a Center Street entrance and both are handicapped accessible.

Jill also shared thank you notes from Patti Farmer for her gift and expressing her enjoyment with her work on the Capital Campaign project and a thank you from KSC for the Friends being hosts to incoming students on the community day.

A thank you went out to Pam for her great work on the Fall newsletter and Marilyn noted it brought in a response of membership dollars.

Secretary's Report: Minutes from the September meeting were presented and Pam Knight made a motion to accept as presented and Michelle Fuller seconded. All approved.

Treasurer's Report: (Marilyn)

Copies were emailed and provided. There wasn't much activity in the past month and Marilyn did note that the usual bills had not come through as expected. Jane will be checking in with Dee Belanger who has been on vacation to see if that's why things had not come through to Marilyn.

Trustees Report: (Jill for Kathleen K. Burke)

Kathleen was unable to attend tonight's meeting but sent Jill a report via email. The September trustee meeting was run by the new president Nat Stout and was mainly devoted to the project paperwork and final documents. The incoming Assistant Library director was covered, as well as a complaint by a library neighbor about people coming to the library grounds after hours to use the WiFi. The board responded unanimously to maintain the access to the WiFi. The art and book sales were also covered.

Director's Report: (Gail Zachariah for Nancy)

The new assistant director is Tammy Parrott and she will be starting her new position Monday October 16, 2017. She comes from Kansas City and the Mid Continent Library system where she was a branch manager. Gail felt that the size of her branch was probably equivalent to the Keene library sized staff. Among other responsibilities here she will do staff development, oversee/manage those doing technology development and be the liaison with the building

maintenance amongst her duties. She will also be working as part of the furniture committee for the renovation project.

Gail also reports that she'll have flyers on hand at the book sale about the second annual Indie Author Day 10/14 event to be held at the library. This event is hosted by 300 libraries across the country designed to bring local writing and reading communities together.

Also next Wednesday Oct. 18 there will be a Family Place Tea at 3 pm in the Trustee Room. This reception will welcome Kathy Deerr, national coordinator for Family Place Libraries and to celebrate our library's designation as a Family Place Library. A new banner indicating Keene as a host site will be provided at this tea. All are welcome.

Project Update: (Jane)

On Sept 21, 2017 the Keene city council voted approval for the bridge funding. The documents are now all in the hands of the attorneys for the various entities involved. MEDC is trying to move all towards closing and working to contain cost involved in the process of getting the final documentation completed to all parties' satisfaction.

The new date range for closing is the last week in October to as late as Thanksgiving. The project currently is scheduled to take 11 months to complete once started. This is per Brad Walker a VP at Engelberth Construction. He was also able to indicate that he felt the current pricing would be stable even if the start is as late as Thanksgiving. Once the closing occurs the construction crew is ready to start. The drawings are all complete.

The FOP meeting is tomorrow night-Oct 12, 2017. Jane plans to attend as they are being asked to accept more monies into the project account.

Capital Campaign Update: (Jane)

The committee met last week for the first time since it's hiatus of meetings over the summer period, though their efforts continued and will be ongoing. The committee was happy to report that the donations kept coming in and the matching will continue per the anonymous donor who has extended their matching till the fund raising goal has been met. 99% of goal has been now reached. Brad Walker of Engelberth also reviewed the time line of the project at the meeting for the committee.

Elizabeth Dragon, the new City Manager, was also introduced at the meeting and expressed an interest as well as knowledge of many elements of the project already. She started in her new position October 1, 2017.

A groundbreaking ceremony and date will be scheduled once the closing date is known.

Book Sale Committee: (Jill)

The book sale is this coming weekend. Protocols/instructions related to the sale were reviewed and written copies were provided and will be available for both shift leaders and volunteers.

There is a new process for volunteer sign in with a written waiver and this process was explained. All volunteers must sign the release once and then sign in for each shift they work.

The remaining art work from the Art sale will be available at the book sale.

The book sale committee will meet after this sale and before the next board meeting to iron out recommendations around ongoing donations and plans for whether to hold a Spring sale or defer till the Fall for just one sale in 2018 due to the renovations.

There is a new Friend's email available for book donors to set up an appointment to donate books and there have been two contacts since that was set up. Kathleen will be checking that email regularly and arranging with donors a time for donation drop off.

The email is: friendsofthekeenepubliclibrary@gmail.com

Other Business: (Jane)

United Way Day of Caring is Friday October 27 and we have been signed up for 1/2 day of volunteer help. Ideas for the volunteers will include help cleaning out the Friend's basement storage area or other cleaning out/moving of library items to make way for upcoming renovations.

Also Jane mentioned the possibility of providing County Hall with some possible monies towards the refurbishment of the windows in Delegation Hall as a thank you for their helpfulness with the use of their space for book donation storage as well as pricing days and now the book sale itself. There is currently a fund raiser towards the efforts in restoring those windows. It was noted that a sponsorship might not be appropriate as that is not the Friend's mission but a simple donation would be in line with other donations the Friend's make on occasion. Further thoughts on this proposal and a vote will be on next month's agenda.

Pam reported on the success of the Affordable Art Sale held on Sat. October 7 at Heberton Hall. The sale generated \$ 1000.00 for the Capital Campaign. The remaining art will be displayed for sale at the book sale this weekend.

A question arose as to whether all library Trustees were members of the Friend's and if not they should be encouraged to join.

Newsletter Committee: (Pam)

A reminder that any articles will be appreciated for the next newsletter. Pam also said she was available to help folks compose an article if they provide details/content.

Upcoming meeting date: The next meeting is November 8, 2017 at 7 pm.

The meeting was adjourned at 8:30 pm.