

## **Friends of the Keene Public Library Executive Board Meeting – September 14, 2016**

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

**Present:** Jane Pitts, Jill Cielinski, Paul Ledell, Marilyn Gemmell, Nancy Vincent, David Meader, Pam Knight, Michelle Fuller, Sally Rinehart, Beth Truman, Patricia Farmer, Jean Kostick

Jane welcomed everyone back after the summer break. Beth Truman will be our Trustee liaison this year. Beth is actively involved in many projects in Keene and has worked on several successful campaigns in our community.

### **Director's Report** (Nancy)

- The renovation project continues to be the library's primary focus.
- Three new KPL hires will be announced in a couple of weeks, including a new staff member to work at the circulation desk.
- Keene Chautauqua 2016 will present "Activist Athletes: Race and Sports" at Heberton Hall on 9/15/16. The lives of activist-athletes Wilma Rudolph and Paul Robeson will be explored.

Board meeting attendees gathered in Nancy's office for a preview of the 3D renovation model built by KHS student Connor Bell and Trustee George Scott.

(Nancy exited the meeting.)

### **Capital Campaign Update** (Patty Farmer)

- The Campaign will go public next month.
- Donor Appreciation Event scheduled for 10/13. The 3D model will be unveiled, donors will be acknowledged, Apple Hill String Quartet will perform. Save-the-Dates have been emailed, with RSVPs already coming in. Toadstool Bookstore will donate 10% of their profits that week to the Campaign (Oct. 17-23).
- Public Unveiling for the project and 3D model will be on display at the library on 10/22 (during Fall Book Sale).
- The Campaign hopes to gather personal testimonials and anecdotes about the library by asking patrons, "What is your KPL story?"
- Presentations will be made to Kiwanis, Lions, and both Rotary clubs. Greater Keene Chamber of Commerce "After Hours" will promote the library project to the business community at the Savings Bank of Walpole. There will also be articles/promotions in The Keene Sentinel, Monadnock Shopper News, Dan Mitchell's talk show, and more. Posters and historical items are now on display at City Hall. A teen group will contribute another viewpoint; they will assist at the Donor Appreciation event.
- Total gift/pledges received thus far: 3.36M (67%).
- The Campaign Committee convenes monthly. They continue to meet with potential donors and have been very busy. All processes are going smoothly.

(Patty exited meeting.)

(Jane) Patty's contract has been extended until March 31, 2017. Contract for 1911 Office continues. Al Cantor's contract will continue for another 7 weeks.

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

An amendment will be made to change the word "dates" to "data" in June 2016 minutes.

*Pam made a motion to accept the June 2016 minutes as amended. Sally seconded. All approved.*

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

- Written report attached.
- Balance as of 8/31/16 is \$338,803.76.
- Under "Miscellaneous sales," \$36.79 represents our portion of profits from sale of Lily King's books at the Annual Author Event.
- Under "Program Services," money was spent differently than last year (youth versus adult programs) but is still within budget.
- We will file a 990. State requires an audit at \$1 million; we won't have to do that.

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

**Heberton Funds** (Paul)

- The Long-Term Fund has gained 8.12% this year, up 83.88% since Jan. '09.
- The Short-Term Fund has gained 6.93% this year, up 91.4% since Jan. '09.

**Trustee's Report** (Beth)

- At their Annual Meeting in August, Trustees approved Slate of Officers (same).
- All is going well, with the Trustees fully involved in the KPL renovation project.

(Beth exited the meeting.)

**Project Update** (Dave)

- Since May, Dave and Jane have attended Library Annex Building Committee meetings.
- The Construction Manager Committee reviewed applications for construction management services. Three firms stood out. These three were interviewed and one firm was chosen. MEDC is negotiating a contract with this firm; also negotiating a contract with architect for the next phase of the project.
- If all goes according to schedule, we will break ground in the spring.

(Jill) KLAAC met for the first time since spring. It was a short meeting, covering these project update topics. We should know about tax credits in November/December.

Jeff from Tappe is working closely with library staff, allowing them input on minor changes (with exception of teen space). He has been very thorough, and the staff is happy with his level of attention. The contract with MEDC owning the building for 7 years is also being worked on.

**Newsletter Committee** (Pam)

- Pam asked Michelle to write a short bio piece for the newsletter.
- Next newsletter will also include a project update; information about Patty Farmer, book sale, and museums.
- Pam will appeal to membership for museum recommendations and written museum reviews for future newsletters, as well as appeal for suggestions for future Author Events. Submission deadline will be September 29<sup>th</sup>.

### **Book Sale Committee** (Jane)

- The high volume of book donations is an ongoing challenge for the committee. We have increased book sorting catch-up days (6/30; 8/4; 8/26, with assistance of 43 KSC Community Service Day volunteers). On 9/23, we will have another sorting day, assisted by United Way's Day of Caring volunteers; 10 people from Clark Mortensen, 5 per shift (9-noon and 1-4 p.m.)
- Jane was approached by another gentleman in regards to taking remaining books away after the sale. We have two people scheduled to remove unsold books following Oct. sale (one for hard covers and trade, another for mass market paperbacks; we'll need to box them).
- Jane contacted someone at Hannaford (people take books from bin and leave donation); they are booked out until the end of 2017. We could leave unsold paperbacks in the bin but would not receive money for them (unless it was our turn to fill the bin).

### **New Business** (Jane)

Mike Chelstowski is interested in joining the Board (could not be at tonight's meeting). He is former COO of Dartmouth-Hitchcock in Keene, active in the Rotary, sits on other Boards, is on the Capital Campaign Committee, and most importantly has helped with KPL book sorting & sales.

*Paul made a motion to invite Mike Chelstowski onto the Board as our newest member. Pam seconded. All approved.*

### **Other Business**

- Jane will accept the Mayoral Proclamation for the book sale on October 6, 2016.
- Landscaping initiative for the library was Paul Henkel's idea; grounds looked beautiful this summer.
- There is now a printable Friends membership form on KPL website.
- The Board will add a plate inside a book chosen by (and in honor of) retiring Board members. Jenn Stemp chose Galore, by Michael Crummey; Laurie Stuhlberg chose The Faraway Nearby, by Rebecca Solnit; Hope Therrien chose Thrice the Brinded Cat Hath Mew'd, by Alan Bradley.
- Former Board President Joyce Gallant sent Jane articles and artifacts related to the purchase of Heberton building.

Meeting adjourned at 8:45 p.m.

## **Addendum to September 2016 minutes:**

**On September 29<sup>th</sup>, the following message and pdf. Attachment calling for a Board vote was sent out via email to all FKPL Board members:**

Friends Board Members:

Although not ideal, it was acknowledged by this Board that from time to time when timing between Board meetings becomes an issue, voting by email would be acceptable. It is likely that a finalized contract will be settled between the City and Tappe Architects before our October Board meeting, so the Friends approval is required for a recommended motion outlined below.

At our May 2016 meeting, this Board approved and passed the following motion with regards to Phase IV-Construction Documents & Bidding of the Architectural Services contract (see attached page from the document below):

*“The Friends request the City to enter into a contract with Tappe Architects for construction documents for the library renovation project. Monies will come from the library renovation trust.” (Moved by Jane Pitts, seconded by David Meader)*

As the City of Keene prepares to finalize the Architectural Service Contract with Tappe Architects for Phases IV & V, it will be helpful for them to have our approval so that they may move ahead without delay when need be. **The recommendation is for this Board to pass the following motion:**

*“The Friends request the City to enter into a contract with Tappe Architects for construction administration for the library renovation project. Monies can, but not necessarily will come from the library renovation trust.”*

The difference between the two motions is the wording that addresses the timing issue of where the monies could come from. It may be that at the time that this phase is implemented, the contract will have gone on to MEDC, in which case monies would get paid directly from the New Market Tax Credit funds. If not, then monies would still come from the library renovation trust. This approval covers both phases IV & V as they are implemented.

**Could all Board members please respond by email directly back**

**to me as soon as possible with their vote?**

Thank you. As was done before, all electronic correspondence for this vote will be saved digitally and also recorded as an addition to the minutes from our September meeting.

Thank you for your prompt cooperation.

Jane

Voting results:

Chelstowski – approved

Cielinski – approved

Fuller – approved

Gemmell – approved

Knight – approved

Kostick – approved

Ledell – approved

Meader – approved

Pitts – approved

Rinehart – approved

**Motion passes unanimously.**

*The CONSULTANT shall respond to input of permitting authorities and modify the proposed building designs, plans, and drawings to comply with any conditions of approval required.*



Phase IV: Construction Documents & Bidding:

*Following the project permitting phase, updates to all plans and documents shall be completed as required by the CITY or permitting authorities. In addition, the CONSULTANT shall complete all final plans and specification documents for all design disciplines in preparation for the bidding phase.*

*After completion of the construction documents, the CONSULTANT shall prepare a final updated pinion of cost for the project. This shall be provided to the CITY before the project is released for bid.*

*The CONSULTANT shall format bid documents and drawings so they can be incorporated into the CITY's standard boilerplate bid documents. The CITY shall make its boilerplate documents available to the CONSULTANT to ease preparation of bid documents. The CONSULTANT shall make all documents available to the CITY Purchasing Department in electronic form (MS Word and PDF) as well as hard copy form.*

*During the bidding phase, representatives of the CONSULTANT will attend and assist the CITY in conducting a mandatory bid meeting, respond to inquiries during the bidding, prepare addenda with clarification sketches as needed, assist the CITY in evaluating the bids and make a recommendation to the CITY on the "lowest responsible bidder" for construction of the project.*



Phase V: Construction Administration:

*During this phase the CONSULTANT shall conduct a pre-construction meeting, respond to inquiries, generate clarifications by sketch or by text with Requests for Information (RFI's), provide Architect's Supplemental Information (ASI's), review and approve applications for payment, attend / conduct construction meetings, perform field observation visits and prepare reports related thereto, issue construction directions when needed, process substantial completion forms, develop punch lists with the selected general contractor, review release of lien forms and affidavit of payment forms, review/assist with negotiations of change orders, and participate in project close-out.*