

Friends of the Keene Public Library

Executive Board Meeting- September 13, 2017

The meeting was called to order at 7:04 pm

Present: Jill Cielinski, Jane Pitts, Marilyn Gemmell, Paul Ledell, Pam Knight, Dave Meader, Sally Rinehart, Michelle Fuller, Kathleen Chertok, Nancy Vincent, and Trustee Kathleen Kennedy Burke

Absent: Mike Chelstowski

President's Remarks: (Jill)

Nat Stout the new president of the Board of Trustees was introduced and looks forward to his new position and working together with the FKPL.

Jill in her new role as president welcomed the board and thanked all for the ongoing work being done with the new presort/transport process with our book donations in getting them to County Hall for the upcoming October book sale.

She also thanked the board for their promptness with the email votes needed to further the process for getting the appropriate documents signed for the renovation project.

Secretary's Report: Minutes from the June meeting were presented and Paul Ledell made a motion to accept and that was seconded by Marilyn Gemmell. All approved.

Treasurer's Report: (Marilyn)

Copies were emailed as well as provided. The budget remains on track and the expenses were in the normal range for the year. The Heberton quarterly annuity dividend was \$9,650.34 which was down from the previous two quarters and putting us behind for the yearly budgeted amount. This will need to be followed. A motion was made by Paul Ledell to accept the Treasurer's Report and seconded by Jane and all approved.

Heberton Funds Report (Paul)

Long term has a year to date return of 9.61% and an annualized return of 8.25% and short term with a year to date return of 4.69% and annualized return of 8.57%. He meets with the Edward Jones advisor twice per year with the next meeting due later this fall.

Trustees Report: (Kathleen Kennedy Burke)

The annual meeting was held on 8/22/17 with the outgoing president complimenting all the efforts put in by the Trustees towards the Renovation. The Library Pledge Funding Resolution which was read at the September 2017 City Council meeting and referred back to the FOP will be presented at tomorrow night's meeting (9/14/17). If approved, the FOP will recommend adoption of the resolution by the full City Council by a vote on 9/21/17. The measure/report is expected to pass both approvals. A 2/3 vote is needed as this request is not part of the usual city budget.

Also reported were the New Market Tax credits; the landscape improvements around the library, and that the library was awarded status as a Library Maker Core host site.

Director's Report: (Nancy)

The library had a great eclipse event that was well attended and very successful. An offer was made and accepted for the Assistant Library Director. The candidate has excellent qualifications and her name will be announced after the background checks are completed. The planned start will be in mid October. Also mentioned was the start on September 25, 2017 of the new city manager Elizabeth Dragon.

Project Update: (Jane)

KLAAC met earlier today (there was no meeting over the summer). Bob Elliot reported on the New Market Tax Credit approval and use during the building process with many checks and balances in place. MEDC will be having weekly meetings with all the attorneys for the various entities to get the closing check list in process and finalized.

The Quitclaim Deed (emailed as well as copies provided for review) was presented. This will authorize the sale of the Heberton building for 7 years to MEDC as part of the Renovation project. **A motion was made by Sally Rinehart to approve the Quitclaim as part of the library renovation project and the Board authorized Jane Pitts to sign the Quitclaim on behalf of the Friends of the Keene Public Library, and authorized Jill Cielinski (Board President) to be an alternate signer for this document. It was seconded by Dave Meader and all approved.**

Jane further reported that the construction documents are all completed including permits and expected sign off will be between Oct 15 and November 1st with construction to start immediately.

Of note both Jane and Jill plan to attend the City Council Meeting on 9/21/17 and all members of the board are welcome to attend. Jill will be accepting the Mayor's proclamation authorizing the October book sale also at that meeting.

Capital Campaign Update: (Jane)

At this time the Capital campaign is just shy of 98%. The campaign is still very active and monies are still coming in. The matching of funds continues too.

Outreach activities planned currently include a library booth with the renovation model on display at the Fall Festival on 9/30/17 and The Friend's Affordable Art sale also that day to be held at Heberton Hall from 9-4pm. The proceeds will go to the capital campaign fund. The steering committee will have its next meeting in October.

Book Sale Committee: (Jill) Donations have been heavy and the presort/transport process started after the April sale has been an onerous process. The pricing/sorting days held once a month have been popular and the volunteers have liked the separation of the sorting and the pricing by volunteers. The community days with the volunteers from Badger as well as a second day with student volunteers from KSC were very helpful and allowed us to get caught up with our donations.

Forty banker boxes were purchased for use for donations.

A sign up sheet for the board members help at the sale was passed around.

The book sale committee will meet again tomorrow 9/14/17 with Chris Coates at County Hall to finalize details for the use of Delegation Hall for the sale.

The book sale committee recommended both the closing of the bin (not accepting further donations as of 9/21) and that there be no April sale in 2018. The October 2018 sale will take place. This recommendation was made due to the difficult process related to transporting books

from the library to County Hall and limited volunteers able to physically lift book filled boxes. The process and return to accepting donations will be reviewed by the book sale committee after the upcoming October sale. The board concurred with the recommendations of the committee.

Membership Committee: (Sally and Marilyn)

There are 86 donor members of the Friend's currently and 14 of them were non donors last year. To date donations are \$7,200.00 and this exceeds the budgeted amount of \$7,000.00. Donations are accepted through the year. A list of current donors will be emailed to Pam for the Fall newsletter.

Newsletter Committee: (Pam)

Pam requests news items for the Fall newsletter. She would appreciate more help from the board with authoring items of interest for future newsletters.

Other Business:

Congratulations were given to Jane for her recognition as one of Keene's Extraordinary Women.

Jill spoke of a community outreach event -Library's Beyond Books and the event they will be holding during the Monadnock Fall Festival on September 30, 2017.

The committee formed to deal with the art donations from Evan John of Indian King Framery and the deaccessioned framed art from the library at our Board meeting in June met and started to make plans to hold an Affordable Art Sale on September 30, 2017 to coincide with the Monadnock Fall Festival. Help is needed and all are encourage to sign up.

Gail is requesting funds for the library to have a new pop up tent/awning to cover tables and model at outreach events. Also funds were requested for a new banner to be used at these events. **A motion was made to allocate funds up to \$350.00 for these items by Jane and was seconded by Pam. All approved.**

Pam mentioned that the museum pass to Fruitlands had an increased cost to \$350.00 for the next year and had only been used 8 times last year and not at all in 2017. She recommended that this pass not be renewed. All passes will be reviewed at year end, including suggestions for new passes. A request to consider The Fort at No. 4 as a candidate has been submitted by a member of the Library staff.

Upcoming meeting date: October 11, 2017

The motion to adjourn was made by Jane and seconded by Marilyn and all approved. The meeting was adjourned at 9:00 p.m.