

Keene Public Library Trustee Meeting Minutes

Date: June 23, 2026

Board Present: Jane Pitts, Kathleen Packard, Pam Russell Slack, Don Caruso, Hollie Seiler, Justin Somma, and Susan Matthews

Staff Present: Susan Bloom, Assistant Library Director

Guests: Bobby Williams, Keene City Councilor

The meeting was called to order by Justin Somma at 5:00

Approval of minutes: Pam Russell Slack made a motion to accept the May minutes. The motion was seconded by Susan Matthews.

- **Update to May minutes:** Don Caruso's name is not Donald, this will be corrected going forward.
- **The Board unanimously voted to approve the May minutes as written.**

Committee Reports:

- **Finance**
 - General Finance business
 - Amy Kraemer's procurement card was compromised, but the city took care of it immediately and no costs were incurred.
 - Jane renewed the Board's membership to the New Hampshire Library Association.
 - Treasurer's report
 - A column was added to the budget to indicate the difference between the lighting project projected expenses, versus the actual cost we intend to incur.
 - Kathleen Packard asked for clarity around the process for adding expenses to the budget when a Board vote has not yet taken place. This was in regard to the addition of "website project" for \$25,000.
 - Jane Pitts shared that the website refresh line item was included as a placeholder, in the event a decision was made by the Board to go forward with a new website.
 - Susan Bloom added more information about the Library's proposed website refresh, which is still in the information gathering phase. 4-5 web developers, who have worked with libraries in the past, have been interviewed to assess what website design may cost the Library. She feels this placeholder would be more than enough based on the estimates she is receiving.
 - Don Caruso made a motion to approve the budget as proposed by Jane Pitts. Justin Somma seconded.
 - Don Caruso made a motion to amend the language of "website project" to "miscellaneous project" in the budget. Pam Russell Slack seconded.
 - **The Board voted to unanimously approve the budget as written.**
 - June donations

- \$760 was received from the Savings Bank of Walpole. This donation is intended to support book sponsorship for the Library's upcoming Community Reads event.
 - \$1,000 was received from the University System of New Hampshire, College of CLA. This donation is intended to support materials that lead to community learning.
 - Jane Pitts made a motion to accept all June donations and Pam Russell Slack seconded.
 - **The Board voted to unanimously approve all June donations.**
- **Building and Grounds**
 - \$1,600 was spent to control tree and leaf disease plaguing the surrounding Copper Beach Trees on the Library grounds.
 - An update was given regarding the concrete surrounding the Library and that several high points have been grounded down.
 - The committee also became aware of some trim facing stones in the atrium.
- **Community Outreach**
 - There are several upcoming opportunities for Board Trustees to volunteer. The Board was instructed by Hollie Seiler to reach out to Amy Kraemer at akraemer@keeneh.gov if they have interest in volunteering during the following events:
 - Event: Touch the Truck**
Where: 350 Marlboro Street
When: Tuesday, August 18
Volunteer(s) needed: 4-7pm
 - Event: International Observe the Moon**
Where: Ashuelot Park
When: Saturday, September 19
Volunteer(s) needed: 5-8:30pm
 - Event: Keene International Festival**
Where: Keene Parks and Recreation
When: Saturday, September 26
Volunteer(s) needed: 10am to 1pm or 1pm to 4pm (each shift is either set up or tear down)
 - Event: Monadnock Youth Coalition (MYC)'s Annual Youth Fest**
Where: Keene YMCA
When: Saturday October 3
Volunteer(s) needed: Anytime from 11 – 4 to either set up or tear down or even for an hour to relieve staff)
 - Event: Trick or Treat**
Where: Keene Public Library
When: Friday, October 30
Volunteer(s) needed: 4-6pm
- **Long Range Planning Committees** (did not meet)
 - **Fine Arts**
 - Fine Arts is in the process of setting up new gallery rails. A map of the space was conducted to determine how much rail is needed and samples will be reviewed at the next Fine Arts committee meeting.

- **Policy**
 - Kathleen Packard made a motion to accept the updated Board of Trustees Bylaws. Pam Russell Slack seconded.
 - **The Board voted to unanimously approve updated Board of Trustee Bylaws as written.**
 - The next Policy committee meeting is August 18. The policy for Replacement Costs will be reviewed at that time.
- **Friends of the Keene Public Library**
 - The Friends held their annual board meeting and elected new officers. They also took time to celebrate their many accomplishments over the last year and how they have contributed to the community and the Keene Public Library.
 - They approved additional museum passes for use.
 - They still have vacancies for their treasurer and president positions.
 - –And they are still soliciting help for their newsletter.
- **Horatio Colony Museum** (did not meet)
- **Cheshire Literacy Coalition**
 - Susan Bloom noted that the Cheshire Literacy Coalition’s primary focus right now is Keene Community Education.

Director’s Report:

- Summer reading has kicked off. There has been a lot of engagement from all ages, including adults.
- There is a new 3D printer in the Maker’s Space.
- There is an upcoming article in the Shopper to advertise the Library’s homebound accommodations.
- Community participation in the Library’s Tech Talks is growing.

Old Business: (none)

New Business:

Justin Somma reminded the Board that committee chairs must submit their annual reports by August 4.

Possible Executive Session: (none)

Meeting Adjourned: 6:06

Meeting Minutes by: Hollie Seiler