

Keene Public Library Board of Trustees

March 28, 2017 Trustees Room, KPL

Present: President Kathleen Packard; William Stroup; Judy Putnam; Sally Miller; Nat Stout; Don Wilmeth; Library Director Nancy Vincent; Charles Redfern via phone; Jennifer Alexander; Paul Henkel

Absent: George Scott; Council Liaison Carl Jacobs; Ken Jue.

The meeting was called to order by President Kathleen Packard at 5:00 pm.

Kathleen Packard welcomed new trustee Kathleen Kennedy Burke to the board and each member introduced him or herself to Kathleen.

Kathleen Packard mentioned the NHPR session on modern libraries held Tuesday, March 21, at Heberton Hall. She particularly thanked Judy Putnam, who offered opening remarks, and Bill Stroup, who served as a panelist.

Motion to approve the minutes was made by Judy, and seconded Sally, was approved unanimously.

Committee Reports:

Finance:

Sally said the finance committee had met that day to discuss the budget. She asked that board members put the various upcoming council budget meetings on their calendars and try to attend them as a show of support for the Library. Budget considerations include health insurance, and trust funds. Overall, she said, the budget seems to be in good shape for another year. The board is looking forward, Sally said, to meeting the new manager of the city trust funds, Senior Accountant Karen Gray.

Nancy informed the board that Jennifer Bone will retire May 31, and she doesn't want an occasion planned to commemorate her career at KPL. She will likely also be away most of the interim period between now and the retirement date. Jennifer has worked at KPL for 35 years, originally hired part-time by Kay Fox. A replacement for her position will be requested, Nancy said, and there is money in the budget for that. Nancy said there may be consideration for realigning staff by a city staff committee called Position Control, and consisting of assistant city managers and several other city staff members.

Sally noted that Jennifer has been a valuable employee. Sally asked that the board president write Jennifer a letter of appreciation. Sally also noted that, were the library director retiring and a new one hired to be hired, the KPL trustees would form their own search committee.

Buildings and Grounds:

Kathleen Packard noted that Paul is coordinating plans for a high school group to learn about the trees on the campus and help with fertilizing. She said the board is grateful to Paul for the donations he has made in those efforts.

A new, regularly scheduled meeting day and time has been scheduled for the committee:

the first Monday of each month at 1 p.m.

Recently considered topics of the committee include the placement of closed circuit television at the entrances and exits, carpeting and other aspects of the library expansion.

Nancy noted that the library custodian candidate has received city staff sanction, and a letter of recommendation to hire has been submitted to the city manager for approval. Hiring is conditional on a thorough background check. Nancy said the candidate will continue working at one of the regional high schools concurrently as he works here and that the candidate has energy and ability.

Community Outreach:

The committee did not meet over the previous month.

Jennifer mentioned concern about students of other cultures being harassed. She has obtained approval for a multicultural festival in Keene on Saturday, September 23, 11 a.m. to 2 p.m., with a rain date of Sunday, September 24 at the Jonathan Daniels School. Jennifer asked board members to invite other organizations that would be interested to participate. Jennifer added that she hoped the KPL would be able to play a role. Mariposa is on board, she said.

Long Range Planning:

Sally said Engleberth foresees completion of the annex expansion project in Spring/Summer 2018. The company is in preliminary planning now. Equipment committee groups postponed meetings due to weather, but they will be back on track soon, she said.

Kathleen Packard said those meetings will start up again two weeks hence at the earliest.

Sally said the development agreement for the annex project should be signed soon. When that happens, the KPL trustees will hold a special meeting as they, and the Friends of the KPL, must approve it.

Jack Dugan of the Monadnock Economic Development Corporation (MEDC) told Sally he expected New Markets Tax Credits to have final approval in July or August.

Nancy said the city must get paperwork in place for the closing, and that it usually will take respective parties 2-1/2 months before being finalized. She added that construction documents have been sent for 3rd party review. And, she said, while it is unlikely that work will commence on June 1, all parties needing to relocate or move materials from affected areas should be working with the June 1st date.

Judy said fundraising is on track.

Nancy said an immediate focus is getting the construction documents out to bid for Engleberth. They have the job of hiring subcontractors and setting the maximum price. Once all contracts are in place, strict adherence to their stipulations will be even more important with the tax credits.

Judy noted that a recent \$100K matching gift has helped boost fundraising, which, at present, is still short of goal. Fundraising won't stop when construction begins, she said. A bridge loan may be in the offing, depending on fundraising status, she said.

Judy said the NHPR event does not seem to have specifically brought in funds. But a list of those who attended is available, and some candidates are available to solicit for donation. At present, Judy said, some 350 to 370 persons or families have either donated or pledged to donate.

Judy said the campaign has been "bare bones" without even a patron list available due to privacy laws. Judy said some wide marketing has occurred, but it is hard to say how effective that has been. Most donations occur by word of mouth, she added. Judy said many donations fall in the \$50 to \$500 range. Companies in the region seem less inclined to give than in the past.

Fine Arts:

No report.

Policy:

The committee met on March 21, Bill said. It is planning to bring a number of proposed policy changes to the Trustees for their consideration.

Friends:

Nancy said many people are looking to help on the upcoming book sale. The aim is to clear books as extraordinary efforts are being made given changes in use of library facilities due to the pending construction work. An article has been published on the logistical challenges in the Friends newsletter.

Chuck compared a book sale from a friends organization in Florida and noted that they only raised \$600 for their efforts.

The Spring book sale dates are April 7-9.

Horatio Colony Museum:

Bill said a number of museum grant proposals are being considered. The museum website is being updated. House tours will begin anew in May.

Cheshire County Literacy:

No report

Director's Report:

Nancy adding her appreciation for the panelists who participated in the NHPR event. Gail Zachariah did a great job representing our library. All comments about the occasion were positive. The session was filmed and is available on the KPL website, Nancy said.

Old business:

Nancy distributed a new board of trustees contact list and asked board members to submit any changes to her.

New business:

Sally noted that she, Judy and Nancy met with new trustee Kathleen Kennedy Burke in an orientation, during two "grueling hours". Kathleen Burke has yet to have a tour of the old Masonic Hall next door.

Nancy said, with the connection and annex construction starting at same time; it's possible the annex could become available a little earlier, though that was conjecture. Judy noted also that Cheshire TV operations will be moving temporarily to the Kay Fox Room during the building.

Motion to adjourn was made by Judy, seconded by Sally and approved unanimously at 5:46 p.m.

Respectfully submitted, Nat Stout, secretary.