

Keene Public Library
Board of Trustees Meeting
May 23, 2017

Called to order at 5pm

Present: Sally Miller, Kathleen Packard, William Stroup, Nancy Vincent, Jennifer Alexander, Judy Putnam, Paul Henkel, Katherine Burke, Library Director Nancy Vincent, City Council Liaison Carl Jacobs.

Minutes from April meeting: Two corrections made: “Micorrae” for “microfiber” and “Packard” for “Parker.” Motion to accept as corrected by Sally Miller, seconded Judy Putnam, approved as corrected.

Subcommittee Reports:

Finance:

- a. The Finance Committee presented the FY 17-18 budget of the Outreach committee. Part of this committee’s budget is from the yield of the Endowment fund. Motion: To approve use of distribution of the endowment fund as presented by the outreach committee. Moved by Sally Miller seconded Judy Putnam passed unanimously. Motion to approve the Outreach committee’s report made by William Stroup seconded Sally Miller passed unanimously.
- b. Finance committee reviewed investment portfolio with advisors with Edward Jones. Motion: To Authorize Trustees to liquidate 75g of the 250g in investment funds available to us, including 50g now and the other 25g as needed upon the advice of our investment counselor. Money will move to money market account at Edward Jones. Moved by Judy Putnam, seconded Paul Henkel, passed unanimously.
- c. Finance committee presented the budget for Trustee-held funds for the coming year (see attachment). Motion to approve trustee budget by Paul Henkel seconded Kathleen Kennedy Burke passed unanimously.
- d. As part of the ongoing renovation project, the Finance committee considered costs related to brick-testing and costs of redesign of interior walls in the old Pond Mansion. Motion to add \$6600 from the Heberton Hall fund to the Library Renovation Project for the architect’s fee for redesign of interior walls in the library Annex. Move by Judy Putnam, seconded Kathleen Packard, approved unanimously.
- e. Motion: To support the city in its negotiations with Cheshire TV in the use of the Kay Fox room during library renovations. Moved by Judy Putnam seconded Kathleen Packard, approved unanimously. President Packard is preparing a letter to the city from the Trustees about this.

Buildings and Grounds: Thanks to Homestead Garden Club for treating trees.

Community outreach: Jennifer Alexander reported that this committee met this month and will meet quarterly. A report on monthly programming activities from Gail Zachariah was shared.

Horatio Colony Museum: William Stroup pointed out that the Museum and Preserve have an active summer of programming planned, including an event co-sponsored with New Hampshire Humanities to be held at the old Courthouse on June 15 called “A Short Course on Islam for Non-Muslims”

Long range Planning: See separate KLAAC minutes; this committee meets again on May 24.

Policy: The policy committee is reviewing all policies in terms of being up-to-date for our renovation. William Stroup attended the NHLTA workshop on policies and will share that information with the committee.

[**Note**, at this point President Packard left, handing gavel to VP Stroup, and the meeting no longer had a quorum. A few informational items were shared but no new motions made]

Friends of the KPL: Kathleen Kennedy Burke attended annual meeting as new liaison from the Trustees. The Friends continue to work with new donations for the Fall book sale; Spring earned 11g.

Literacy coalition: This group awarded a scholarship award this year and will regroup in September.

Director's report: Nancy Vincent reported that the search will begin soon for a new Assistant Director with the retirement of Jennifer Bone. Also planned upgrades to the Keene Link software are part of the City's IT department budget.

Old business: Jennifer Alexander followed up about the door counter, which has been installed but needs modifications.

Meeting adjourned at 6.36pm

Draft submitted by William Stroup, for secretary Nat Stout
Next meeting June 27, 5pm