

# Keene Public Library Trustees Meeting

## Trustees Room

November 28, 2017

**Present:** Nat Stout; Kathleen Packard; Judy Putnam; Jennifer Alexander; Kathleen Kennedy Burke; Don Wilmeth; George Scott; Sally Miller; Bill Stroup; Paul Henkel; Ken Jue; Director, Nancy Vincent and Guest: City Manager, Elizabeth Dragon.

Called to order at 5pm

Greetings from new City Manager Elizabeth Dragon. She spoke of her background and her first weeks in Keene.

Minutes from the October meeting moved by Ken second Judy unanimous

Reminder that December meeting will be at the Colony House Museum

### COMMITTEE REPORTS

**Finance:** Ken reports that finance met with Karen Gray, city senior accountant. Closing on NMTC is set for December 14th. Explained in general what's going on. There is an issue as to whether there will be enough cash on hand for closing to occur.

The Friends are prepared to donate \$122,201.90 to the Trustees. This represents six donations that came to them for the purposes of the project. In order to accept the donation, the Trustees have set a special meeting for 5:00 pm on November 30, 2017 and have publicly noticed the meeting in the newspaper.

Discussion on the best way for the trustees to help with the cash if necessary. The trustees had approved up to \$75,000 for the project. In preparation, the Trustees had liquidated \$50,000 in their Edward Jones Account.

**Motion:** That the treasurer be authorized to expend if necessary up to \$50,000 approved in June to facilitate the closing of the library renovation project. Moved Ken, second Don, approved unanimously.

Harry Lichman bequest: Judy reminded us that there is a bequest from Harry Lichman trust and that the corpus of trust will divide in 2025 with library getting half and Cheshire Medical Center getting half.

**Buildings and Grounds:** Paul Henkel reported that they met and brought members of the committee up to speed on the project. The Library Renovation Construction committee will meet biweekly. Paul will be our liaison during that time.

**Community Outreach:** Shared report and activities from Gail Zachariah. Great stuff

**Long-Range Planning:** The groundbreaking event will be on December 6<sup>th</sup>. Mayor Lane will be there and we want to celebrate partnership with all of us and the city as well. Please be there on Wednesday at 10.30 Dec 6<sup>th</sup>.

Remember that next year is going to be hard on our staff. Make sure they know they are not alone. Med is leading the project for the city. Project scheduled to take 11 months. Fundraising has gone well. Chuck Redfern is seeking suggestions for a time capsule to be opened in 50 years. KLAAC will meet on the 13<sup>th</sup> to thank folks who have helped along the way.

**Policy:** No report. Will meet in December.

**Friends of the KPL:** Kathleen Kennedy Burke reports that Friends set their budget for year. There will not be a Spring book sale.

**Cheshire County Literacy Coalition:** Jennifer reported that there is an opportunity to collaborate in literacy efforts with Carrie Hoffman of Monadnock United Way.

**Director's Report:** Library Website work is ongoing. Please keep checking it out and give feedback as much as possible. Engelberth Construction has put up temporary fencing to seal off the construction area. On December 8<sup>th</sup>, Keene Police Lieutenant Shane Maxwell provided training on active shooter issues to library staff.

**Old Business:** Nat pointed out that there is a new address for the Putnam foundation.

Volunteer staff holiday gathering will be at the UCC church on December 10<sup>th</sup> from 2-4.

**New Business:** none.

Motion to adjourn at 6.20.

Respectfully submitted by Bill Stroup, secretary