

KPL Trustees
April 24, 2018 Meeting

5pm brought to order by vice president Charles Redfern (Nat away)

Present: Library Director Nancy Vincent; Trustees Charles Redfern, Ken Jue, Judy Putnam, Don Wilmeth, William Stroup, Kathleen Packard, Paul Henkel, Katherine Kennedy Burke, Sally Miller; City Council Liaison Carl Jacobs.

Add to March minutes:

Motion by Kathleen to amend to add following language, seconded Ken:

Policy Committee: No meeting this month, but will meet April 6th. Changes approved last month have been made in the policy documents.

REPORTS

Finance: Quarterly report for Q3 2017-18. Noted receipt of competitive grant for the “American Dream” program from the ALA, designed for English Language learners. Also Susan Hansmeier and Cary Jardine are attending the Innovative Interfaces conference. It is a User group conference for those who have the Innovative System which is the one that operates Keene Link.

Motion to accept all gifts in quarterly report by Sally Miller seconded Ken Jue approved unanimously

Motion to accept report as written by Sally Miller seconded Paul Henkel approved unanimously.

Judy will be attending the City’s Finance, Organization, and Personnel committee to request acceptance of donations. The pledged donations are coming in on schedule.

Buildings and Grounds: Met and learned there will be “cloud-based controls” for the heating and cooling of the library. New building mechanic is Frank (Pepper) Andersen

Community Outreach: No report.

Long Range Planning Committee: Meeting minutes forthcoming. Library renovation trust fund has continued donations coming into it. Monies coming in as expected with fulfilled pledges. Naming process is moving forward as part of this discussion. Contract Two is executed and ready to go: this is for the MAIN library: reminder that we need to support the staff as we work with carpeting process. “We are really trying to do the best job we can, and we want to have this upgraded for you.” Time capsule update: Dave Therrien will fabricate the time capsule at their facility. Dedication is slated for next January. We hope that construction will be

finished mid –October. We need a little bit of breathing space so that we can welcome the public. The partnership between City, Library, and the Friends is a very important part of this celebration.

AV progress noted by Paul Henkel: wiring that will allow all necessary equipment. Question about “HD projectors” so that we could show future films becomingly, if feasible. May 25 to September in this building will be impacted with the work of contract 2. There was a question on the radio concerning the windows in Heberton Hall. The original ones are being restored. For now the storm windows have been secured to enclose the area

Arts: No report, but working on Art acceptance form.

Policy: Charles Redfern began by noting that the No Smoking discussion led us into statewide discussions. Chuck contracted AG’s office to see if we could make policy: told that we have the right to do it, but it can’t be enforced. Collaborative effort to send two NHMA policy proposals: to allow local communities to expand Drug Free zones and to allow local communities to expand No Smoking areas on their properties. If this became legislation, we would ask the City to designate the library property as No Smoking to include the outdoor spaces. “Drug Free” zones have to do with signage and stricter signs and penalties for selling drugs within such a zone. Charles has contacted CMC Public Health officials for their support.

Kathleen added, for Policy, other related issues. We looked at the fine art donation form. We will review our draft at our next meeting. Further research is ongoing. Related to this discussion, we looked at how the “Finance” discussion of policy came out of the whole section of the policy manual. Some matters may need to be in the Bylaws instead of the manual: these changes will come forward after policy meets again.

Friends of the KPL: Met on April 11. New board member coming in for FKPL. Annual meeting in May: this year they may not use an author for major appearance. Budget increased for purchase of new book bin to be purchased for the library.

Horatio Colony: Bird talk Friday, walk Saturday, 32 people at Vernal Pool Hike, see www.horatiocolony.org

Literacy: no report

Director’s Report: City Budget. Library budget request will be reviewed May 14th at FOP ..

New business: Library Director Performance Evaluation Process.

1. President and Director meet. 2. President and VP write initial review. 3. Director drafts goals for the year. 4. President brings goals and initial review to trustees for comment and input. 5. President and Director meet to review the evaluation. 6 Completed Evaluation shared with the Trustees and filed in the Trustee personnel file. 7. Completed Evaluation shared with City manager Staff Manager and filed in the Director’s city personnel file.
2. Staff is attending selective conferences around new programming. Nancy pointed out the effects on staff morale based on the experiences at conferences: want to learn more.

Youth Department has been writing their own grants to be able to do that. Funding by the Trustees has been an essential part of all staff's ability to attend workshops and conference.

NHLTA conference is May 14th in Manchester. A few trustees are going. Please be in communication for potential carpooling. Some may report on the topics of interest at our next meeting.

Note that Tammy Parrot has been organizing a new volunteer program and will present the plan which includes background checks for next month.

Note: Bill will be away for the June meeting and will need someone to take minutes. .

Adjourned at 6.03 pm

Submitted by William Stroup