

**Keene Public Library**  
**Board of Trustees Meeting**  
**November 27, 2018**

Called to order at 5.02pm.

**Motion** to approve October minutes by Judy Putnam seconded Charles Redfern passed unanimously.

Present: Assistant Director Tammy Parrott, City Council Liaison Carl Jacobs, Judy Putnam, Paul Henkel, George Scott, Charles Redfern, Sally Miller, William Stroup, Katherine Kennedy Burke, Nat Stout, Jennifer Alexander, Kenneth Jue.

Committee reports:

We noted that Nancy was not able to join the group today.

**Finance:** No report.

**Buildings and Grounds:** No report.

**Community Outreach:** No report.

**Long Range Planning:** Contract Two: 88% done. Contract One: approx. 70% done. Staff thanks for moving things and rearranging ongoing work. Glad we picked April 14 for dedication date (a Sunday for good parking) because now we are looking at mid-February for a date of completion. Watch for next KLAAC meeting minutes, also look for credit at the dedication ceremony, with so many people to thank. For the last 6+ years we have been so busy with this huge project that we have not had a chance to meet to make a five-year plan going forward. Noted that state-wide trustee meeting had a good session on strategic planning. After the opening and dedication we will have a planned session. Note that the NHLTA will be May 29, 2019.

Related to this, we went to notes from Katherine Kennedy Burke. Went to an NHLTA meeting about relations between the Trustees and the Library Director. Job Description: make sure we get this from the City. How to form the search committee, who is on it. Only coming up because this is the subject matter of a particular offering of the NHLTA regional specialty meeting this year.

**Fine Arts:** No report

**Policy:** Did not meet. Will schedule a meeting today and will come back to this work in next month.

**Friends:** Burke not able to go to the meeting on November 14<sup>th</sup>. Book sale yielded \$10,137. Date for spring sale has been penciled in for April but we may need to confirm later. Need to look into possible D&O insurance to go along with the filing of the 990 forms. Working on policies for volunteers, etc.

**Horatio Colony Museum:** Holiday open house Dec 7 and 8. Our meeting will be there on Tuesday Dec 18 at 5pm. [**Note:** subsequent to this meeting, the museum became unavailable, requiring a move back to KPL for the December meeting.]

**County Literacy:** No report.

**Director's Reports:** Assistant Director Tammy Parrott, reported that Thursday Gail will present IMLS grant details, RFP issued for the grant and there has been one proposal.

Jay and Susan Ginsberg are donating a lovely collection of books. Nancy and Tammy saw them and they are beautiful. Available for circulation and we might go forward with this. Classics of literature. Hard to estimate linear feet. 10 shelves of 36" approx. Question about storage (they will wait until after construction), also WHERE they will go since it's hard to picture where they can go. We have the recommendation of the library staff to accept these.

**Motion** to approve the acceptance of the Jay and Susan Ginsberg collection made and seconded was unanimously approved.

In terms of contract 2, looking to the delivery of larger furnishings; Dec 17 is the week that will bring in AV shelving and lights.

Monday, Dec 17, 1-3 pm for staff appreciation and volunteers. Nice time to get folks together.

**Old Business:** Question about how long the project is taking. We all want a walk-through but it's hard to coordinate. Let's work on some JANUARY dates for the committee and trustees to do walk-throughs if possible. The work is behind schedule. What are factors that have caused the slow-down? Found water in the basement that they had not expected to find. Took soil samples; found that there had been an oil spill on the western side of the masonic temple, which takes a little time for repair.

**New Business:** on the KPL Facebook page posted the timelapse for main building transformation.

**Motion** to adjourn by Ken Jue seconded Judy Putnam, passed unanimously. Adjourned at 6.04pm

Submitted by William Stroup, Secretary