

## Keene Public Library

### Board of Trustees meeting for January 29, 2019

Present: Library Director Nancy Vincent, Assistant Director Tammy Parrot, City Council Liaison Carl Jacobs, Trustees William Stroup, Nat Stout, Judy Putnam, Paul Henkel, Kathleen Packard, Ken Jue, George Scott, Sally Miller, Kathleen Kennedy Burke

Minutes for December meeting. Motion to approve by Judy Putnam seconded Sally Miller. Note corrections to Kathleen Kennedy Burke's name and misplaced comma in one monetary figure. Approved unanimously as corrected.

Committee reports:

**Finance:** Finance committee met: Special meeting minutes shared with trustees. Met on Jan 8<sup>th</sup> and 15<sup>th</sup>. Karen Gray is from the city grants commission. Library renovation fund details is all in the minutes for the finance committee meetings. City-held trust fund information. Discussed offered gift of piano to the library. Bill Fowler from Temple looked at the piano and said it was beautiful. Very well preserved baby grand. We could have it here in good condition for the opening. Also asked Virginia Eskine. Walnut baby grand.

**Motion** to accept offered gift of Sohmer Baby Grand Piano from the Ash Hill Center for the Arts made by Judy Putnam, seconded Sally Miller, and passed unanimously.

Thank you to the Friends for past piano tuning. Fine arts has 200 in its budget to spend on this project. Question about when it becomes our property.

This committee needs to look at the demands on the Treasurer. We might need a professional in accounting and bookkeeping as these things get more complex. On the 15<sup>th</sup> met with Allen Mendelsohn brought another option in the investment fund. Portfolio is 63 percent equity 37 percent bonds. This committee meets again on Thurs Feb 12 at 9.30 in the green room.

Treasurer's report: pointing out the need to keep track of all of gifts of restricted funds. [See attached Q2 report]

**Motion** to accept all gifts in Second Quarter report made by Sally Miller seconded Judy Putnam, passed unanimously. Motion to accept the quarterly report moved by Paul Henkel seconded Ken Jue passed unanimously.

**Building and Grounds:** Plans to meet with Andy Bohannon soon. Renovation project is now moving forward at a reasonable pace. Elevator installation over the next two weeks. Stairway on the west side of the building over the next 3-4 weeks. Heating system has equipment in the bldg., needs to be linked with existing systems. Looking at six weeks of work.

**Community Outreach:** no report.

**Long Range Planning:** See minutes from KLAAC. "We're not done." Work of the dedication committee may go into June. We need to honor the partnership between the City, Trustees, and the Friends, as well as donors to the project. Discussion as to whether delays are costing us (short answer: no); also discussion of weather delays.

**Fine arts:** See discussion of Piano above under Finance.

**Policy:** This committee is dealing with questions about organizing rooms by type in terms of a new fee schedule. Important to get this all taken care of before the new spaces open. Policy will meet again on Feb 19<sup>th</sup>.

**Friends of the KPL:** Kathleen Kennedy Burke reported on the Friends meeting on the Jan 9<sup>th</sup>. Big discussion of the book sale. Haven't been able to start collecting and arranging. Decided to wait on the spring sale. Plan for a huge fall sale. Disappointed about the Money, but kind of relieved. Friends purchased about 20 museum passes. Museum of science, Cheshire Children's Museum, Magic Wings, Montshire, and others. Used 1869 times over a year. This Friends-sponsored program is of great benefit to our community and the Trustees express our thanks for the continued support of the Friends for this program. Friends of the KPL will meet again in February.

**Horatio Colony Museum:** no report.

**County Literacy:** no report

**Director's report.** Welcome back to Nancy Vincent. Thanks to Tammy Parrot for filling in with Nancy's absence. New circulation desk and new reference desk: take a look. Staff drew design of what they wanted the new circulation desk to look like. Pictures including the Phelps painting and Faulkner drawings will be in storage for a couple days only then have the move. We are training volunteers. Power has been turned back on and integrated. Nancy offered her thanks to Tammy and the staff.

**Old Business:** Kathleen Packard asked about update to the time capsule. Time capsule will be installed after the dedication. Box is being built but won't be sealed up yet. Nancy thanked us for gifts and cards. Move to executive session at 6pm.

Submitted by William Stroup