Keene Public Library
Board of Trustees
Tuesday, March 26, 2019
Huntress Auditorium, Keene Public Library

Present: Library Director Nancy Vincent, Guest Elizabeth Fox Assistant City Manager and Director of Human Resources, Trustees Nat Stout, Sally Miller, Judy Putnam, Charles Redfern, William Stroup, Kathleen Kennedy Burke, Ken Jue, Paul Henkel, Kathleen Packard

Called to order at 5.01pm

Minutes from February 26, 2019 meeting. Motion by Ken Jue to approve. Second by Charles Redfern. Question about policy motion. Amendment motion to include policy language and not just "see attachment" by Kathleen Packard seconded Ken Jue. Approved as amended unanimously.

The meeting began with Old Business first. The Board of Trustees is involved in advanced planning for a search for Library Director. This has not been done since 1993-4 and only three current trustees were involved in that process. The board can use the resources of the City's HR department and our risk management carrier Primex for assistance with the process. Final decisions will be with the whole board, but finalists will be brought forward through a Search committee with diverse membership. All board members and search committee members (see below) are asked to keep April 9 available for a visioning session facilitated by Primex in advance of position announcement.

> **Motion**: by President Stout: A search committee of eight people be formed, including four Trustees (William Stroup, Kathleen Kennedy Burke, Sally Miller, and Nat Stout), the City Manager (Elizabeth Dragon), community members Carl Jacobs (also City Council Liaison), Jane Pitts (also renovation fundraising committee) and Jill Cielinski (also Friends of the KPL). Seconded by Paul Henkel. Passed unanimously.

> **Motion** by President Stout: On search committee leadership, that William Stroup serve as Chair and Kathleen Kennedy Burke as vice chair. Approved unanimously.

Committee reports: [note that given the special order of business that committees without motions were asked to hold informational reports until the April meeting]

Finance: minutes from the committee's meetings speak for themselves: no motion.

Treasurer's report: next month

Buildings and Grounds: Paul Henkel reported that the old dimming switch mechanism from the Masonic Temple Room is of historical interest and would be interesting to display in the renovated facility. A wooden base and protective acrylic box would need to be manufactured for the purpose of display.

> **Motion** by Ken Jue to approve $1500 from funds already designated for the renovation project for this purpose. Seconded Charles Redfern. Passed unanimously (with Nat Stout recused).

This committee also reported that the Conservation District from Cheshire County has awarded us a grant to do planning and help us do some landscaping at the library. They will present to the bldg. and grounds at 1pm on 4/15

Community Outreach: no report

Long Range Planning Committee: Sally Miller reports that minutes from the latest KLAAC meeting will be shared soon. We are going into April with construction and hopefully wrapping it up that month. We have formed a strategic planning committee. Paul and Jennifer are on that committee. Contract II is near an end. Very nearly done with the original Thayer building.

Fine Arts: no report

Policy: no report

Friends of the KPL: no report

Horatio Colony Museum: no report

Literacy: no report

Director's Report: Operating budget submission shared in a paper copy with status quo amounts. Increased lines: are the PC Replacement line that reflects the additional donated computers that we've purchased, minor equipment line $300 for a barcode reader and $650 for a color public printer. An additional meeting room supervisor position will need to be added with the expectation that it be funded from room rentals of the new spaces. Memo of understanding will be brought to the Trustees next month.

New Business: none

       Motion to adjourn by Ken Jue seconded Judy Putnam passed unanimously

Meeting adjourned 6.25 pm

Submitted by William Stroup, Secretary