

**Keene Public Library  
Board of Trustees Meeting  
October 22, 2019**

**Present:** Bill Stroup, Kathleen Kennedy Burke, Paul Henkel, Marti Fiske, Judy Putnam, Kathleen Packard, George Scott, Chuck Prigge, Jane Pitts, Carl Jacobs, Ken Jue, and Sally Miller.

Not present: Jennifer Alexander

The meeting convened at 5:05 in the Vincent Room and was run by VP Bill Stroup in Jennifer's absence.

**MOTION** to approve the Sept minutes (moved by Ken, seconded by Carl). After a brief discussion about returning to the formality of using trustee's full names, which will be done, motion passed unanimously.

**Finance:** At the September meeting, the committee had agreed to spend up to \$500 on Marti's welcome reception. With more of a budget in hand now from Sally and the welcome committee, it was agreed the cost may exceed the \$500.

There is an estimate of 17k to bring the locks in the addition to where they need to be.

**Treasurer's Report:** Judy reminded the board of the Harry Lichman Trust which will end and distribute in 2026, the remaining funds to be evenly divided between the Library and the Cheshire Medical Center. The Library does not receive annual distributions from the Harry Lichman Trust although it does receive \$250 annually from Jacob Lichman (Harry's brother) Trust, for the purchase of books.

The Quarterly Report was distributed - this covers the checking account, income grants, and expenses. Two minor anomalies having to do with the IMLS grant/inflow/outgo reimbursement were explained.

The committee, which now consists of Ken Jue, Judy Putnam, Sally Miller and George Scott, is also researching the hiring of a bookkeeping service. Transition of Edwards Jones rep from Alan Mendelson to Alan Stroshire was mentioned.

**Motion** to accept the Finance report was made by Paul Henkel, seconded by Carl Jacobs and passed unanimously.

**Motion:** Treasurer's Report accepted unanimously in a motion made by Sally Miller and seconded by Paul Henkel.

**Building and Grounds:** Kathleen Packard indicated that there was no official meeting due to lack of quorum. They did hold an informational meeting with new Friend's representative Sally Rhinehart and discussed the HVAC challenges, the ability for both building to 'talk' to each other, the newly installed blinds in the reference and staff areas, the lock situation. It is hoped that locks will be in place by Thanksgiving. Call back issues around doors/locks referred to (more to come from Sally with Andy Bohannon's report). AV has been adjusted and two new trees have been planted. Tree identifiers are being researched and could cost up to \$300-500. each.

The next meeting will address snow and ice removal challenges with the new campus configuration.

**Long Range Planning:** Sally Miller told us KLACC has been dissolved and there may be a new name assigned to this committee. She reported on the current status of the project with input from Andy Bohannon:

*HVAC* - agent has been on site for last few weeks, identifying issues that need to be resolved before the official occupancy certificate can be issued.

*Site Plan:* The Community Development office has given the city a completed mark for all of the site work, including the two new trees (replacing ones taken down), the shrubs to obscure visibility of the propane tanks, the dumpster pad, fencing and bike racks. Thanks we given to the trustees for fully funding the tree installation and fertilization program.

*Doors:* Kelly Bros has the order to replace the doors that had incorrect locks or were swing doors. Rather than this being an oversight, it could have been a matter of detail early in the project discussing security and cost savings. With the building up and running now, it is clear that the specified direction was not in the best interest of the library. Because the cost of a key fob system was so high, the decision to take another route was chosen.

*The Smoking Signs* (to be posted around campus) are being developed, the container will be placed by the neighborhood "smoking club" on the corner of Winter St and the parking lot entrance.

**Fine Arts:** Judy is being joined by two new members: Kathleen Kennedy Burke and Jane Pitts ; they had just met that day. \$500 has been donated specifically for the purchase of plants in the new atrium. The group met with Mary Schofield of Company of Flowers to discuss options and is looking forward to tackling a variety of aesthetic issues in the upcoming year.

**Policy :** Unable to meet. Looking ahead, group plans to review by-laws and conduct regular review of all policies.

Marti raised issue of posting minutes within five days and other public requirements for meeting notifications. Communications involving emails, informal gatherings and what exactly constitutes a meeting were also raised.

**Friends of the Keene Public Library:** The Friends met October 9th with focus being primarily upcoming Book Sale. Although not official, it looks like over 13k was raised at the sale, which was this last week end Oct 18-20.

**Horatio Colony Museum:** Bill encouraged any trustees not familiar with the museum to visit. The board hopes to hold its December meeting, which has not worked out for the past two years, at the museum.

**Director's Report:** Marti, who had just come from a staff meeting, emphasized the importance of getting the trustee minutes to the library asap after the meeting so the statutory requirements of timely posting can be met.

She told us of a very recent occurrence in the Cohen Room involving a squirrel case that had "exploded" , shattering a unit responsible for air exchange resulting in lack of heat. Although small groups can safely gather for the time being as long as the door remains open, at least one other scheduled one had to be moved. Should be fixed in a week or so.

Issues related to the IMLS grant, inter-bldg communication, closing up, possibility of PA capability on phone system, and walkie-talkies were brought up.

Applications, currently at 44, for the Assistant Library Director, will close the following day. With help from city staff, including representatives from IT, HR, and Facilities final selection of 6 candidates will be made for interviews. Gail Z and John and one other employee are handling the LIB 1 search.

**Old Business:** Reception for Marti will be held Saturday, November 16th from 11-1 in the Atrium. Kathleen KB and Sally are working on logistics to include refreshments, invitations, and publicity.

An update on the volunteer issue, raised last month, resumed with the review of state requirements and current needs. The staff shortage isn't helping the coverage challenges. The board and Director will continue to monitor and work on solutions, particularly once better security in place.

**New Business:** The next two meetings will be re-scheduled due to the holidays. Hence, the trustees will met Tuesday November 19th (instead of the 26th) and Tuesday, December 17th (instead of the 24th.)

Meeting adjourned at 6:39.